



City of Tigard

COMMUNITY DEVELOPMENT DEPARTMENT

Sign Permit Application

SIGN LOCATION

Address: _____ Suite #: _____

City/state: _____ Zip: _____

Tenant or business: _____

Property owner name: _____

Address: _____

City/state: _____ Zip: _____

Phone: _____ Email: _____

Sign contractor: _____

Address: _____

City/state: _____ Zip: _____

Phone: _____ Email: _____

CCB License #: _____ Expiration date: _____

Contact person: _____

REQUIRED SUBMITTAL ELEMENTS

- 2 copies of elevations on 8½" x 11" or 11" x 17" pages (Wall sign elevations must include dimensions of sign and wall face and show the location of sign on the wall. Freestanding sign elevations must be drawn to scale.)
- 2 copies of site/plot plan, drawn to scale, on 8½" x 11" or 11" x 17" pages (not required for wall signs)
- List or diagram of all existing sign dimensions and square footage
- Application Fee

NOTES:

- Freestanding signs over 6 ft. in height and walls signs of which any element weighs 20 lbs. or more require a building permit for construction. If any element of a wall sign weighs 70 lbs. or more, plans must be prepared by a structural engineer.
- Building permits require 2 sets of construction drawings and, if sign is freestanding, 2 copies of site/plot plan and 2 sets of engineering must be submitted with building permit application.

SIGN DATA (Complete all items in this section)

- New sign
- Alteration to existing sign

TYPE (Check all that apply)

- Freestanding
- Freeway
- Roof
- Electrical
- Wall
- Other

Sign #: _____

Sign dimensions: _____(h) x _____(w) = _____sq.ft. sign area

New sign: _____sq.ft. + Existing sign area _____sq.ft. = Total

Total sign area: _____sq.ft. / _____building face sq.ft. = _____% of bldg face

Height to top of sign: _____ft. Projection from wall: _____in.

Materials: _____

Is the sign under 20 lbs.? Yes No

(Building Permit required if over 20 lbs.)

Direction wall faces (circle one): N S E W NE NW SE SW

Will the sign have illumination? Yes No

If yes, what type: Internal External

FOR STAFF USE ONLY

Case No.: _____

Related Case No.(s): _____

Fee: _____

Application accepted:

By: _____ Date: _____

Application determined complete:

By: _____ Date: _____

I:\Community Development\Land Use Applications\02_Forms and Templates\Land Use Applications Rev 12/14/2017

APPLICANTS

NOTE: Person specified as “Applicant” shall be designated “Permittee” and shall provide financial assurance for work.

* When the owner and the applicant are different people, the applicant must be the purchaser of record or a lessee in possession with written authorization from the owner or an agent of the owner. The owner(s) must sign this application in the space provided on the back of this form or submit a written authorization with this application.

THE APPLICANT(S) SHALL CERTIFY THAT:

- If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- All of the above statements and the statements in the plot plan, attachments, and exhibits transmitted herewith, are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.
- The applicant has read the entire contents of the application, including the policies and criteria, and understands the requirements for approving or denying the application.

I hereby acknowledge that I have read this application, that the information given is correct, that I am the owner or authorized agent of the owner, and that plans submitted are in compliance with the City of Tigard.

SIGNATURES of each owner of the subject property required.

| | | |
|-----------------------|------------|-------|
| _____ | _____ | _____ |
| Applicant's signature | Print name | Date |
| _____ | _____ | _____ |
| Owner's signature | Print name | Date |
| _____ | _____ | _____ |
| Owner's signature | Print name | Date |