



City of Tigard Sign Permit Application

GENERAL INFORMATION

Site Address/ Location	Name of Development/Project		
	Street Address		
	Suite/Bldg. #	City/State	Zip
Property Owner	Name		
	Mailing Address		Suite
	City/State	Zip	Phone
Tenant or Business	Name		
Sign Contractor	Name		
	Mailing Address		Suite
	City/State	Zip	Phone
	Oregon Const. Cont. Board License #	Exp. Date	
Proposed Sign (Check all that apply)	<input type="checkbox"/> Permanent <input type="checkbox"/> Freestanding <input type="checkbox"/> Freeway <input type="checkbox"/> Temporary <input type="checkbox"/> Roof <input type="checkbox"/> Electronic <input type="checkbox"/> Wall <input type="checkbox"/> Other		
Sign Data <small>(Complete all items in this section)</small>	<input type="checkbox"/> New sign? <input type="checkbox"/> Alter to existing sign?		
	Sign Dimensions:		
	Total Sign Area (sq. ft.):		
	Total Wall Area (sq. ft.)	= _____ %	
	Direction Wall Faces (circle one): N S E W NE NW SE SW		
	Height to top of sign (feet):		
	Projection From Wall (inches):		
	Materials:		
	Will sign have illumination? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Type: <input type="checkbox"/> Internal <input type="checkbox"/> External		
Are there any existing freestanding or wall signs at this location, including wall signs that overlap a tenant space? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", a list or diagram of all sign dimensions and square footage must also be submitted.			

FOR STAFF USE ONLY

Permit No.: _____

Approved By: _____

Date: _____

Receipt #: _____

Map/TL#: _____

Zoning: _____

Allowable Total Area: _____

Electrical Permit Required? Yes No

Building Permit Required? Yes No

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REQUIRED SUBMITTAL ELEMENTS
(Note: applications will not be accepted without the required submittal elements)

Completed Application Form

2 copies of site/plot plan, drawn to scale (3 copies, if a building permit is required) size requirement: 8½" x 11", or 11" x 17"

2 copies of elevations, drawn to scale (3 copies, if a building permit is required) size requirement: 8½" x 11", to 24" x 36"

\$165.00 Fee (Permanent sign, any size)

\$52.00 Fee (Temporary sign, any type)

NOTES:

- ◆ Wall signs do not need to be drawn to scale, but must include dimensions of wall face and sign placement.
- ◆ Wall signs do not require site/plot plans.
- ◆ Freestanding signs over 6 ft. required a building permit.

(OVER FOR SIGNATURES)

APPLICANTS:

To consider an application complete, you will need to submit ALL of the REQUIRED SUBMITTAL ELEMENTS as described on the front of this application in the “Required Submittal Elements” box.

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

BY SIGNING BELOW, 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, and 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 and 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 are required.

Applicant Signature

Date

Signature of Owner/Agent

Date

Contact Person Name

Phone No.