



# SIGN PERMIT APPLICATION

City of Tigard Permit Center 13125 SW Hall Blvd., Tigard, OR 97223  
 Phone: 503.639.4171 Fax: 503.598.1960

## GENERAL INFORMATION

<b>Site Address/ Location</b>	Name of Development/Project	
	Street Address	
	Suite/Bldg. #	City/State Zip
<b>Property Owner</b>	Name	
	Mailing Address	Suite
	City/State Zip	Phone
<b>Tenant or Business</b>	Name	
<b>Sign Contractor</b> (Prior to permit issuance, a copy of all licenses are required if expired in the City of Tigard's database)	Name	
	Mailing Address	Suite
	City/State Zip	Phone
	Oregon Const. Cont. Board License #	Exp. Date
<b>Proposed Sign</b> (Check all that apply)	<input type="checkbox"/> Permanent <input type="checkbox"/> Freestanding <input type="checkbox"/> Freeway <input type="checkbox"/> Temporary <input type="checkbox"/> Wall <input type="checkbox"/> Electronic <input type="checkbox"/> Other <input type="checkbox"/> Billboard <input type="checkbox"/> Balloon	
<b>Sign Data</b> (Complete all items in this section)	<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):	
	Copy:	
	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.		

<b><u>FOR STAFF USE ONLY</u></b>	
Permit No.:	_____
Expiration Date:	_____
Receipt #:	_____
Approved By:	_____
Date:	_____
Map/TL#:	_____
Zoning:	_____
Electrical Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b><u>REQUIRED SUBMITTAL ELEMENTS</u></b> (Note: applications will <b>not</b> be accepted without the required submittal elements)	
<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	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"
<input type="checkbox"/>	2 copies of elevations, drawn to scale (3 copies, if a building permit is required) size requirement: 8½" x 11", to 24" x 36"
<input type="checkbox"/>	\$40.00 Fee (Permanent sign, any size)
<input type="checkbox"/>	\$19.00 Fee (Temporary sign, any type)
<b><u>NOTES:</u></b>	
♦	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.
♦	If work authorized under a sign permit has not been completed within ninety (90) days after the issuance of the permit, <b>THE PERMIT WILL BECOME NULL AND VOID.</b>

(OVER FOR SIGNATURES)

**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.**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Contact Person Name

\_\_\_\_\_  
Phone No.