



SIGN PERMIT APPLICATION

Building and Site Information	
Project address:	
Map & tax lot #:	
Property owner:	Owner phone:
Property owner address:	
City:	State: Zip code:
Tenant/Business:	Tenant phone:
Tenant street address:	
City	State Zip code
Sign Description:	
Sign Type	<input type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Roof <input type="checkbox"/> Awning Sign <input type="checkbox"/> Marquee <input type="checkbox"/> Under Marquee <input type="checkbox"/> Projecting <input type="checkbox"/> Billboard <input type="checkbox"/> Other:
Illumination	<input type="checkbox"/> Non-Illuminated <input type="checkbox"/> Illuminated (Please specify) <input type="checkbox"/> Interior or <input type="checkbox"/> Exterior
# of Faces	<input type="checkbox"/> Single Face <input type="checkbox"/> Double Face <input type="checkbox"/> Multiple Faces
Freestanding or Projecting sign	Sign Dimensions Horizontal dimension: Vertical dimension: Total square footage: Weight (wall sign): Depth of sign: Distance from grade to bottom of sign: Total height of sign above grade: Length of wall on which sign is located:
Freestanding or Projecting sign	Distance from sign to adjacent <input type="checkbox"/> curb face, <input type="checkbox"/> property line, or <input type="checkbox"/> street center line: Does sign project beyond the property line? <input type="checkbox"/> No <input type="checkbox"/> Yes (how far:) Are there other freestanding or roof signs within 200 feet of this sign? <input type="checkbox"/> No <input type="checkbox"/> Yes Are there billboards on this same property? <input type="checkbox"/> No <input type="checkbox"/> Yes
Applicable Sign Standards	For example: Highway Commercial, General Commercial, etc.
Sign Direction	Indicate the direction the sign faces: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> Other
Total # of signs for business:	Existing signs to remain: Proposed signs:
Sign Valuation	If a building permit and structural review is required, the permit fee and plan review fee is based on project valuation: the total value of all construction work including the actual sign installation and contractors' profit. Valuation:

Primary Contact Person	
The primary contact is the person who receives all communication and emails. For eBuild projects, the primary contact needs to be added as a Partner to your project so that they will receive all communications and emails regarding this project. You can add members to your project through the Manage page in eBuild.	
Name:	Primary phone:
Company:	Alternate phone:
Address:	
City:	State: Zip code:
E-mail:	
Contractor Information	
Sign Installer	
Contact name:	
Company name:	
Phone:	Fax:
Email:	
CCB:	
Electrical Contractor	
<i>If the sign includes electrical work, please complete electrical permit application on page 3.</i>	



ELECTRICAL APPLICATION

CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> 1- and 2-family dwelling <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Multi-family		
JOB SITE INFORMATION AND LOCATION		
Job address:		
Suite/bldg./apt. no.:		
City:	State:	Zip Code:
Tenant / Business:		
DESCRIPTION OF WORK		
PROPERTY OWNER		
Name:		
Address:		
City:	State:	Zip Code:
Phone:	Email:	
Owner installation: This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. ORS 479.540(1) and 479.560(1).		
Owner signature: _____ Date: _____		
CONTRACTOR		
Business name:		
Address:		
City/State/ZIP:		
Phone:	Fax:	
Email:		
Electrical license. no.:	CCB license. no.:	
Signing supervisor's license no.		
Print name of signing supervisor:		
Signing Supervisor Signature:		
Contact Name:		
Phone		
PERMIT NUMBER		

PLAN SUBMITTAL & REVIEW REQUIRED			
Please check all that apply:			
<input type="checkbox"/> >600 supply volts, nominal	<input type="checkbox"/> Building > 3 stories		
<input type="checkbox"/> Service or feeder rated ≥600 Amps	<input type="checkbox"/> Building with ≥ 6 residential units		
<input type="checkbox"/> Service or feeder ≥400 Amps where available fault current >10,000 Amps at ≤150 Volts to ground, or >14,000 Amps for all other installations	<input type="checkbox"/> "A", "E", "I-2", "I-3" occupancies		
<input type="checkbox"/> ≥150 KVA separately derived system	<input type="checkbox"/> Patient care area (NEC Art. 517)		
<input type="checkbox"/> Emergency system (NEC Art. 700)	<input type="checkbox"/> Agricultural bldg. (NEC Art.547)		
<input type="checkbox"/> Fire pump	<input type="checkbox"/> Recreational vehicle park		
<input type="checkbox"/> Hazardous (classified) locations	<input type="checkbox"/> Floating bldg. (NEC Art. 553)		
	<input type="checkbox"/> Marina or boat yard (NEC Art. 555)		
	<input type="checkbox"/> New motor load ≥100HP		
FEE SCHEDULE			
Description	Qty.	Fee	Total
Residential single or multi-family dwelling unit, including attached garage.			
Wiring footage, 1,000 sq. ft. or less		\$ 237.25	
Ea. add'l 500 sq. ft. or portion		\$ 54.50	
*Multi-family add'l units @ 50%			
Limited energy - residential		\$ 54.50	
Limited energy - multi-family per story		\$ 54.50	
Protective signaling sys. (i.e. fire alarm), multi-family per story		\$ 54.50	
Mfd. Home service or feeder		\$ 118.50	
Services or feeders installation, alteration, and/or relocation			
200 amps or less		\$ 130.00	
201 amps to 400 amps		\$ 166.50	
401 amps to 600 amps		\$ 237.00	
601 amps to 1,000 amps		\$ 368.50	
Over 1,000 amps or volts		\$ 731.00	
Reconnect Only		\$ 85.50	
Temporary services or feeders installation, alteration, and/or relocation			
200 amps or less		\$ 108.25	
201 amps to 400 amps		\$ 130.00	
401 amps to 599 amps		\$ 213.75	
Branch circuits - new, alteration, or extension			
Branch circuits with above service or feeder fee, each branch circuit		\$ 9.75	
Branch circuits without service or feeder fee, first branch circuit		\$ 77.50	
Each additional branch circuit		\$ 9.75	
Miscellaneous (service or feeder not included)			
Generator (NEC Art. 700)		\$ 315.50	
Pump (water, sanitary, irrigation)		\$ 85.75	
Sign or outline lighting		\$ 85.75	
Signal circuit(s) or limited-energy panel, alteration, or extension.		\$ 85.75	
ELECTRICAL PERMIT FEES			
A Subtotal:			
B Minimum Permit Fee (\$100.50)			
C Plan review (35% of permit fee)			
D City Technology fee			
E City Administrative fee			
F State Surcharge			
TOTAL PERMIT FEE			

* For a multi-family building containing three or more apartments, determine the square footage of the largest apartment in the building and compute the fee. The fee for each additional apartment in the building is one-half of the first unit fee.