



# SIGN PERMIT APPLICATION

Permit No. \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Records Fee: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Date: \_\_\_\_\_

1. Sign Location (Address) \_\_\_\_\_

2. Business Name \_\_\_\_\_ Bus. Lic. # \_\_\_\_\_  
 Business Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Business Address \_\_\_\_\_

3. Property Owner \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

4. Sign Company \_\_\_\_\_ Bus. Lic. # \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

5. Application for  Permanent Sign  New Sign  Temporary Sign  Face Change

6. Type of sign	Number	Size (H) X (W)	Sq. Ft.	Total Height	Illumin. Type	Letter Size	Letter Color
a) Monument	_____	_____	_____	_____	_____	_____	_____
b) Sign Band	_____	_____	_____	_____	_____	_____	_____
c) Wall	_____	_____	_____	_____	_____	_____	_____
d) Complex	_____	_____	_____	_____	_____	_____	_____
e) Marquee/Awning	_____	_____	_____	_____	_____	_____	_____
f) Overhanging/Blade	_____	_____	_____	_____	_____	_____	_____
g) Banner	_____	_____	_____	_____	_____	_____	_____
h) Window (EC)	_____	_____	_____	_____	_____	_____	_____
i) Cornice (EC)	_____	_____	_____	_____	_____	_____	_____
j) Sign above Cornice (EC)	_____	_____	_____	_____	_____	_____	_____
k) Other	_____	_____	_____	_____	_____	_____	_____

NOTE: Illuminated signs require electrical permits. Apply at the Building Division for an electrical permit.  
 Is an electrical permit needed? NO \_\_\_ YES \_\_\_ Electrical Permit # \_\_\_\_\_

I agree to erect said sign in accordance with the above description and approved plans, and in accordance with the Sign Ordinance of the City of Lake Oswego (LOC Chapter 47). **I consent to an on-site inspection by an employee(s) of the City of Lake Oswego. (Restraining your dog on inspection day.)**

Applicant's Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's E-mail \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ (attach proof if agent) Date \_\_\_\_\_

Business Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**OVER**

7. Attach illustration of proposed sign.

PROPOSED SIGN drawn to scale and dimensioned\*, showing (as applicable) :

- \_\_\_\_\_ Total Height from ground
- \_\_\_\_\_ Width
- \_\_\_\_\_ Square Footage
- \_\_\_\_\_ Thickness
- \_\_\_\_\_ Size and style of letters
- \_\_\_\_\_ Color
- \_\_\_\_\_ Type of illumination
- \_\_\_\_\_ Materials

8. Attach site plan showing location of proposed sign and all existing signs on site.

SITE PLAN and/or BUILDING ELEVATION PLANS drawn to scale and dimensioned\*, showing:

- \_\_\_\_\_ Existing structures
- \_\_\_\_\_ Driveways
- \_\_\_\_\_ Street and right-of-way
- \_\_\_\_\_ Existing signs
- \_\_\_\_\_ Proposed sign
- \_\_\_\_\_ Vision clearance
- \_\_\_\_\_ All incidental signs

\* One copy of all materials needs to be submitted in 8 1/2" X 11" format.

STAFF USE ONLY

Staff \_\_\_\_\_

Approved/Denied Date \_\_\_\_\_

Site Plan Included Y/N

Revocable Right-of-way Permit Required Y/N

Sign Illustration Y/N

Electrical Permit Required Y/N

Zone \_\_\_\_\_

Inspection Date \_\_\_\_\_

Vision Clearance \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_