

## SIGN PERMIT APPLICATION

The application on the reverse side needs to be completed entirely. If you are the sign contractor/installer, or if you are hiring a contractor, you need to make sure that their Registration Number from the State of Oregon Construction Contractors Boards are listed on the application along with the expiration date of each.

If the sign you are proposing to install is illuminated, an electrical permit application also needs to be completed and signed by either a supervising electrician, limited sign electrical contractor, or if you are the business owner who also owns the building in which you are occupying, and you will be performing the electrical installation yourself, you may sign the electrical application.

If there are existing wall and/or freestanding signs, **a photograph(s) of existing sign needs to be attached to the application.** The size of each existing sign also needs to be listed on the application.

### *PLANS*

To submit for a sign permit, you need to prepare two complete sets of drawings showing all dimensions, total height, and a plot plan indicating where the proposed sign will be located. If you are installing a freestanding sign which exceeds 20 feet in total height, the footing detail needs to be prepared and stamped by a registered engineer or architect. After the plan review process is completed, and, if your sign(s) is approved, one set of plans will be returned to you. The approved set of drawings needs to be at the site when an inspection is requested for the inspectors' reference.

### *INSPECTIONS*

Depending on your sign(s), you may be required to request one or all of the following inspections during the installation of your sign.

- Site: To be requested after indicating on the lot where the proposed sign will be located but prior to any work being performed for the installation of the sign. This inspection is required if there is a question on the location of the proposed sign.
- Footing: To be requested after excavation and the forms are installed, but prior to pouring concrete. If there will be electrical conduit placed in the footing, it must also be in place prior to requesting inspection.
- Attachment: To be requested when all fasteners are installed but prior to cover.
- Electrical: To be requested after the electrical connection to the sign is made, but prior to energizing.
- Final: After all required inspections are conducted and approved and the sign installation is complete.

The inspections that are required for your sign installation will be indicated on your permit. Failure to request **ANY** of the required inspections could result in sign removal in order to inspect the sign at the required intervals of work.

To request an inspection, phone 888-299-2821. This is an automated system. The system will prompt you to enter information found on your permit in order to request the inspection(s) you need. All inspections called in prior to 7:00a.m. will be made the same working day, all inspections phoned in after 7:00a.m. will be made the following work day.

If you have any questions regarding the application, required plans or inspections, please feel free to phone the Building Safety Division at 726-3759.

City of Springfield  
Building Safety Division  
225 Fifth Street  
Springfield, OR 97477

CITY OF SPRINGFIELD, OREGON



225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH:(541)726-3753 • FAX: (541)726-3689

City Job Number \_\_\_\_\_ Plan Review Fee of \$45 per sign is due with application.

Site Address: \_\_\_\_\_

Assessors Map \_\_\_\_\_ Tax Lot: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Name, Firm, etc. \_\_\_\_\_

Description of Proposed Sign(s): (Please check and complete all appropriate information)

\_\_\_\_\_ Wall \_\_\_\_\_ Freestanding \_\_\_\_\_ Projecting \_\_\_\_\_ Roof \_\_\_\_\_ Marquee

\_\_\_\_\_ Single Face \_\_\_\_\_ Double Face \_\_\_\_\_ Billboard \_\_\_\_\_ Other

Square Footage: \_\_\_\_\_ Total Height above Grade: \_\_\_\_\_

Vertical Dimension of Sign or Enclosure: \_\_\_\_\_ Horizontal Width of Sign or Enclosure: \_\_\_\_\_

Dimension from Grade to Bottom of Sign Enclosure \_\_\_\_\_ Electrical Installation: Yes No (If yes additional electrical permit required)

Material Sign is constructed of: \_\_\_\_\_ Value of Sign: \_\_\_\_\_

List ALL existing signage and attach a photograph of each sign:

(a) Type \_\_\_\_\_ Sq. Ftg. \_\_\_\_\_ (b) Type \_\_\_\_\_ Sq. Ftg. \_\_\_\_\_

(c) Type \_\_\_\_\_ Sq. Ftg. \_\_\_\_\_ (d) Type \_\_\_\_\_ Sq. Ftg. \_\_\_\_\_

Contractor/Installer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Construction Contractors Registration Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

OFFICE USE - Sign District: \_\_\_\_\_ Zoning: \_\_\_\_\_

By signature, I state and agree, that as owner or owners agent, that I have carefully examined the completed application and do hereby certify that all information herein is true and correct, and I further certify that any and all work performed shall be done in accordance with the Ordinances of the City of Springfield, and the Laws of the State of Oregon pertaining to the work described herein. I further certify that only contractors and employees who are in compliance with ORS 701.055 will be used on this project. I further agree to ensure that all required inspections are requested at the proper time, that project address is readable from the street, that the permit card is located at the front of the property, and the approved set of plans will remain on the site at all times during the installation of the sign(s).

Signature \_\_\_\_\_ Date \_\_\_\_\_