General information
Signs provide display for certain sites and activities and are visible from off the property. A sign permit is required for any sign that will be on the property for more than 90 days.

There are different types of signs, but the most common are the following:
• A freestanding sign is on a frame, pole, or other support structure and not attached to any building.
• A wall sign is attached to a building’s exterior wall.

Application materials
• Non-refundable fee. Contact the Permit Center for amount.
• A completed sign permit application.
• Two copies of sign drawings showing:
  • Sign dimensions
  • Materials
  • Attachment details
  • Footing and calculations (if freestanding)
  • Electrical permit # (if illuminated)
• Two copies of a site plan showing location of:
  • Signs (existing)
  • Signs (new) labeled with sign #
  • Property lines
  • Access points
• Two copies of engineering drawings for any freestanding signs over 6 feet.
• Authorization signature from the property owner.

Tips
How to measure sign dimensions*
• For signs in frames/cabinets, the area is based on the outer dimensions of the frame or cabinet around the sign.
• For signs without a frame, the area of the base material will be measured.
• When a sign has individual pieces attached to a wall, it is determined by an area drawn around all the pieces.

How to measure wall dimensions
• For buildings with multiple businesses, provide the measurements for the leased space.

*See Section A6.020 for additional information.

For more information, please contact the Planner on Duty at POD@GreshamOregon.gov or (503) 618-2780
### SITE INFORMATION

Site street address/location

City, state, ZIP

Assessor's R# (9 digits)

Code section

- [ ] A6.090
- [ ] A6.100
- [ ] A6.110

Owner authorization included on application or separate document

### APPLICANT INFORMATION

Name of applicant

Name of firm

Contractor CCB#

Mailing address

City, state, ZIP

Contractor signature (dated)

Phone

Email

Property owner signature (dated)

### SIGN DESCRIPTION

Which of the following best describes the proposed work?

- [ ] New sign
- [ ] Replacement sign
- [ ] Addition/alteration to existing sign

For additions/alterations:

Existing sign area: __________ square feet

New sign area: __________ square feet

<table>
<thead>
<tr>
<th>Sign #*</th>
<th>Sign type</th>
<th>Sign height (feet)</th>
<th>Sign width (feet)</th>
<th>Sign area</th>
<th>Sign weight (s)</th>
<th>Wall height (feet)</th>
<th>Wall width (feet)</th>
<th>Wall area</th>
<th>Frontage (feet)</th>
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<tbody>
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</tr>
</tbody>
</table>

Is the sign illuminated?  [ ] Yes  [ ] No

If yes, electrical permit #:

*Number signs and include them on site plan.*

### APPROVAL

Planning approval

Building approval

Date

January 2020