

Application for

No Work Authorized Until Application Is Approved By Department Staff

SIGN INSTALLATION & PERMIT

TYPE OR PRINT ALL INFORMATION – All applications must include sufficient information to determine compliance with Chapter 1337 of the Codified Ordinances and ALL Commercial and Industrial projects MUST include plans & drawings per OBC 3107.0. Plans must be submitted for review and approval in accordance with OCO 1337.10, OBC Rule 106.3.1 and 106.3.1.1. Application must include all applicable fees.

WORK IS? NEW SIGN ALTERATION REPAIR REPLACEMENT/FACE CHANGE

Project Street Address		Business/Occupant:	
TO BE DONE FOR (OWNER/OCCUPANT):			
Permit Granted to SIGN COMPANY:			
Contact Representative:		License Number	
Address, City, State & Zip		On-Site Contact if Not Contractor	
		Phone Numbers	

Permit fee schedule per OMC Section 1337.10(c) (Ord. 155-2005 passed 11/28/06)

	DESCRIPTIONS	SIZE (sq.ft.)	UNIT FEES	NO. of UNITS	FEES DUE
1	SIGNS, FREESTANDING *				
	Freestanding (One per Lot)		50.00		
	Subdivision or Development Sign		50.00		
2	SIGNS, ATTACHED *				
	Wall-mounted, Flat Wall sign, Awning Sign, Canopy Sign, Marquee Sign or Projecting Sign (One per Occupant)		50.00		
	Under-canopy Sign (One per Tenant)		50.00		
3	SIGNS, Special Event		N/C		
	SIGN, Face Replacement Only		35.00		
4	MISCELLANEOUS				
	Electrical power circuit per sign		10.00 EA		
5	Inspection Fees, Standard				25.00
6	Add OBC 3% Surcharge for Commercial & Industrial Work				
*Construction Document Plan review required under OBC 3107.0 is included as part of the fee for signage.		TOTAL PERMIT FEES DUE →			

CERTIFICATION: I hereby certify that I am the owner of record or his authorized agent and I am authorized to make this application. I understand that if approved, the permit granted will include the express condition, that said work shall in all respects conform to the ordinances of the City of Oregon and all laws of the State regulating the construction, installation, repair and alteration of the above and may be revoked at any time upon violation of any provision of said laws. I certify that all statements made in this application are true and correct to the best of my knowledge. All permits expire within one year (1) from date of issued if work has not commenced and two years (2) if work has not been completed.

CALL 24 HOURS IN ADVANCE FOR REQUIRED INSPECTIONS AT (419) 698-7071.

X	Applicant Signature:		Date:
	DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY		
RECEIPT NUMBER	DATE PAID	FEE PAID	Conditions of Approval
WAIVER OR VARIANCE INFORMATION			Approved by Building Official or City Administrator
Case#	Dt Heard:	Outcome:	
			Date

PERMITS ARE NOT TRANSFERABLE OR REFUNDABLE