



SIGN PERMIT APPLICATION

Lake Oswego Planning and Building Services
380 A Avenue-PO Box 369
Lake Oswego, Oregon 97034

Permit No. _____
Fee: _____
Records Fee: _____
Receipt No.: _____
Date: _____

1. Sign Location (Address) _____

2. Zoning _____

3. Business Name _____
Business Owner's Name _____
Business Address _____
Business Owner Signature _____

Bus. Lic. # _____
Phone _____
E-Mail _____
Date _____

4. Sign Company/ Applicant _____
Address _____
Signature _____

Bus. Lic. # _____
Phone _____
E-Mail _____
Date _____

5. Property Owner _____
Address _____
Property Owner Signature _____ (attach proof if agent)

Phone _____
E-Mail _____
Date _____

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

7. 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) Awning	_____	_____	_____	_____	_____	_____	_____
i) Window	_____	_____	_____	_____	_____	_____	_____
j) Cornice (EC)	_____	_____	_____	_____	_____	_____	_____
k) Canopy (EC)	_____	_____	_____	_____	_____	_____	_____
l) Sign above Cornice (EC)	_____	_____	_____	_____	_____	_____	_____
m) Other	_____	_____	_____	_____	_____	_____	_____

NOTE: Cornice signs & sign banners require structural permits.
Illuminated signs require electrical permits. Apply at the Building Division for an electrical permit.
Is an electrical permit needed? NO _____ YES _____ Electrical Permit # _____
Is a structural permit needed? NO _____ YES _____ Structural 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. (Restrain your dog on inspection day.)**

OVER

8. 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

9. 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.

* All sign elevation plans must be drawn to scale.

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 _____
