



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 _____
