



Sign Permit Application

City of Warrenton
 Planning and Building Department
 225 S Main Ave • P.O. Box 250 • Warrenton, OR 97146
 Ph (503) 861-0920 • Fax (503) 861-2351
 Email: buildingclerk@ci.warrenton.or.us

This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

APPLICANT INFORMATION	
Name:	
Mailing address:	
City/state/ZIP:	
Phone:	Mobile phone:
Email:	
PROPERTY OWNER INFORMATION	
<input type="checkbox"/> Same as Applicant Information	
Name:	
Mailing address:	
City/state/ZIP:	
Phone:	Mobile phone:
SITE INFORMATION AND LOCATION	
Business or Tenant Name:	
Address:	
City:	
State/ZIP:	
INSTALLATION INFORMATION	
<input type="checkbox"/> I am licensed with Building Code Division.	
License no.:	Expires:
<input type="checkbox"/> I am registered with the Construction Contractors Board.	
CCB license no.:	Expires:
<input type="checkbox"/> I am the property owner hiring a construction contractor.	
License no.:	Expires:
<input type="checkbox"/> I am a property owner doing my own work.	
CONTRACTOR INFORMATION	
Business name:	
Address:	
City/state/ZIP:	
Phone:	Fax:
Email:	
City of Warrenton Business Lic. No.:	
Contact Name:	
Contact Phone:	

SIGNATURE	
<i>I have completed this form to the best of my knowledge and hereby authorize the City of Warrenton ("City") to process this application and review the submittal according to all governing standards. I acknowledge that the City reserves the right to require additional information if requested.</i>	
Applicant's Signature:	
Applicant's Name (Print):	Date:

DEPARTMENT USE ONLY	
Permit #:	
Submittal Date:	
Invoice No./ Date:	
<input type="checkbox"/> Planning Dept. Review Fee Paid	
DEVELOPMENT CLEARANCE	
<input type="checkbox"/> Planning Department Approval	Date:
<input type="checkbox"/> Building Permit Approved/Issued	Date:

FEES	
Sign Permit Applications are subject to a <u>Planning Department Review Fee of \$300.00</u>. This fee is in addition to any Building Permit Fees, which are based on project valuation.	
A separate <u>Building Permit Fee</u> will be required for the installation of all signs.	

VALUATION INFORMATION	
<i>Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.</i>	
Project Valuation:	
Description of Work:	

ZONING INFORMATION	
Zoning:	
Number of New Signs: Number of Existing Signs:	
Does sign project over public sidewalk? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does sign extend into, over public street or right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sign adjacent to or visible from a State Highway? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Be advised: if sign is visible from a State Highway a permit from ODOT may be required in addition to any City permits. Please contact ODOT for questions regarding sign policy.</i>	
https://www.oregon.gov/odot/Engineering/Pages/Sign-Policy.aspx	

TYPE OF CONSTRUCTION	
<input type="checkbox"/> New	<input type="checkbox"/> Alteration
<input type="checkbox"/> Repair, Replacement	<input type="checkbox"/> Other (specify)

TYPE OF SIGN	
<input type="checkbox"/> Freestanding (Monument/Pole)	<input type="checkbox"/> Wall Sign
<input type="checkbox"/> Reader Board	<input type="checkbox"/> Rooftop Mounted
<input type="checkbox"/> Marquee Sign	<input type="checkbox"/> Projecting
<input type="checkbox"/> Fascia Sign	<input type="checkbox"/> Awning
<input type="checkbox"/> Off-site (not allowed)	<input type="checkbox"/> Other (specify)

TEMPORARY SIGN		
<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Banner	<input type="checkbox"/> Mural
<input type="checkbox"/> Construction Sign	<input type="checkbox"/> Other (specify)	

TYPE OF ILLUMINATION			
<input type="checkbox"/> External	<input type="checkbox"/> Internal	<input type="checkbox"/> Combination	<input type="checkbox"/> None
Bulb Type:			
Illumination Equivalent to (watts):			
Construction Materials:			

SIGN TYPE DESCRIPTION

FREESTANDING SIGNS

(a sign on a support structure not attached to a building)

Monument Pole Other _____

Are there any existing signs on the property? Yes (if yes identify on site plan) No

Existing Signs Area of Sign Face(s) (square feet): _____

Street Frontage (**street name**): _____ Distance from property line (feet): _____

Total Height of Sign above Grade (feet/inches): _____ Sign Depth (feet/inches): _____

Height of Sign Face* (feet): _____ [*use dimension of largest sign face]

Width of Sign Face* (feet): _____ [*use dimension of largest sign face]

Area of Sign Face (square feet): _____

No. of Sign Faces: _____ Direction of Sign Face(s): N E NE NW
 S W SW SE

WALL SIGNS

(a sign attached to a building or structure)

Wall Sign Fascia Sign Other _____

Are there any existing signs on the property? Yes (if yes identify on site plan) No

Existing Signs Area of Sign Face(s) (square feet): _____

Street Frontage (**street name**): _____ Distance from property line (feet): _____

Total Height of Sign above Grade (feet/inches): _____

Height of Building Elevation (feet/inches): _____ Width of Building Elevation (feet/inches): _____

Area of Building Elevation; not including openings (feet/inches): _____

Height of Sign Face (feet/inches): _____ Width of Sign Face (feet/inches): _____

Depth of Sign Face (feet/inches): _____

Area of Sign Face (feet/inches): _____ Sign Weight (lbs): _____

Direction of Sign Face(s): N E NE NW
 S W SW SE

PROJECTING SIGNS

(a sign on a supported and protruding from structure or a building; aka "blade sign" or "marquee")

Marquee Blade Awning Canopy Other: _____

Are there any existing signs on the property? Yes (if yes identify on site plan) No

Existing Signs Area of Sign Face(s) (square feet): _____

Street Frontage (**street name**): _____ Distance from property line (feet): _____

Total Height of Sign above Grade (feet/inches): _____ Sign Depth/Projection (feet/inches): _____

Height of Sign Face* (feet): _____ [*use dimension of largest sign face]

Width of Sign Face* (feet): _____ [*use dimension of largest sign face]

Area of Sign Face (square feet): _____

No. of Sign Faces: _____ Direction of Sign Face(s): N E NE NW
 S W SW SE

TEMPORARY SIGNS

(for temporary use less than 180 days (typical) and not permanently affixed to ground, structure, or building)

Banner Construction Sign Sandwich Board Mural Other: _____

Street Frontage (**street name**): _____

Duration: Start Date: _____ End Date: _____ Total # of Days: _____

Total Height of Sign above Grade(feet): _____

Height of Sign Face (feet): _____ [*use dimension of largest sign face]

Width of Sign Face (feet): _____ [*use dimension of largest sign face]

Area of Sign Face (feet): _____

MINIMAL SUBMITTAL REQUIREMENTS CHECKLIST FOR PLAN REVIEW

Provided

1. **Site/Plot Plan;**
 - Drawn to scale (ex. 1"=10'), with North arrow indicated.
 - Property lines with street names and locations driveways, sidewalks and existing easements indicated.
 - Location and size of existing and proposed structures with dimensions to other buildings and property lines.
 - Identify the location of all proposed and existing signs.
 - Location of public utilities indicated (power, water, sewer, gas, etc.).
2. **Elevation Views;**
 - Provide building elevation views from all four directions with dimensions, including but not limited to; building street frontage, floor and roof eave and ridge heights, opening locations (doors & windows), finish grade profile.
 - Identify location of existing signage (*to remain or to be removed/demolished*)
 - Identify location of proposed signage on all elevations including dimensions from finish grade, projection distance, etc.
3. **Signage Design;**
 - Provide elevation views of all sign designs and graphics, with colors shown and materials identified.
 - Provide dimensions of proposed sign design and graphics.
 - Renderings or images of proposed design and graphics superimposed on building, preferred but not required.

The following documentation is the minimum requirement as part of Building Permit Application to determine compliance with State Building Codes and Municipal Codes.

4. **Sign Fabricaiton Details ;**
 - Drawn to scale (ex. 1/4"=1'-0"),
 - Provide plans, elevations or section details of signage design to identify sign constuction materials, location of attachment/mounting connections, all applicaple dimensions including height above grade or projection depth, installation specifications, and working stresses and loads.
 - Identify combustible materials like wood, or plastics, metal or noncombustible sign cabinet construction, mounting brackets, etc.
 - Identify illumination area, digital displays, electric sign faces, and electrical specifications.
5. **Structural Mounting / Attachment Design;**
 - Drawn to scale (ex. 1/4"=1'-0"),
 - Provide section detail of signage design including all mounting specifications, including but not limited to; fastener, anchorage, hardware device specifications, wall construction type, parapet construction type, weight of proposed signage, etc.
 - Provide section detail through existing wall construction supporting proposed signage, including but not limited to; wood/steel framing size/spacing, masonry/concrete wall, blocking, parapet height, exterior cladding/ veneer materials, etc.
6. **Freestanding Sign Foundation Detail;**
 - Drawn to scale (ex. 1/4"=1'-0"),
 - Freestanding, monument, post mounted, and pylon signs shall have foundation footing detail provided of sufficient detail and clarity to demonstrate compliance with local design criteria and accepted engineering practice to support and transmit all associated loads and forces.
7. **Pre-fabricated Documents & Calculaitons;**
 - Pre-fabricated or manufactured signage products shall be provided with all other applicable manufacturer documentation including but not limited to; installation instructions, construction document, calculations, diagrams and electrical schematics.

BUILDING DEPARTMENT USE ONLY	
1 - Building Permit Fees	
1a - Permit Fees:	
1b - State Surcharge 12% (<i>Line 1a X 0.12</i>):	
1b - Technology Surcharge 5% (<i>Line 1a X 0.05</i>):	
2 - Plan Review Fees	
2a - Plan Review Permit Fee (<i>Permit Fee x 0.65</i>):	
2b - Fire & Life Safety (<i>Permit Fee x 0.40</i>):	
3- TOTAL PERMIT FEES (<i>Sum of 1a+1b+2a+2b</i>):	
3a - Amount Paid on Building Permit Fees.....:	
Check No.:	Receipt No.:
Date:	
4 - Miscellaneous Fees	
4a - Additional plan reviews or inspections for which no fee is specified (<i>\$106.00 per Hour</i>) :	
4b - Re-Inspection Fee (<i>\$125 per inspection</i>):	
4c - Research Fees (<i>\$53.00 per Half-Hour; min. charge \$53.00</i>):	
5-TOTAL MISCELLANEOUS FEES (<i>Sum of 4a+4b+4c</i>):	
5a - Amount Paid on Remainder of Fees.....:	
Check No.:	Receipt No.:
Date:	
6-BALANCE DUE ON BULDING PERMIT FEES (<i>Sum of 3-3a+5-5a</i>) :	

PLANNING DEPARTMENT USE ONLY	
1 - Planning Dept. Review Fees	
1a - Permit Fees:	\$300
3- TOTAL PERMIT FEES	
\$300	
3a - Amount Paid on Planning Dept. Review Fees.....:	
Check No.:	Receipt No.:
Date:	
4 - Miscellaneous Fees	
4a - Additional plan reviews or inspections for which no fee is specified (<i>\$106.00 per Hour</i>) :	
4b - Research Fees (<i>\$53.00 per Half-Hour; min. charge \$53.00</i>):	
5-TOTAL MISCELLANEOUS FEES (<i>Sum of 4a+4b</i>):	
5a - Amount Paid on Remainder of Fees.....:	
Check No.:	Receipt No.:
Date:	
6-BALANCE DUE ON PLANNING DEPT. REVIEW FEES (<i>Sum of 3-3a+5-5a</i>) :	