



Community Development Department

Planning Division Building Safety Division Environmental Soils Division

P.O. Box 6005 117 NW Lafayette Avenue Bend, Oregon 97708-6005
 (541)388-6575 FAX (541)385-1764
<http://www.co.deschutes.or.us/cdd/>

SIGN PERMIT APPLICATION

Instructions:

FEE: _____

1. Complete the application form and provide appropriate original signatures.
2. Attach correct fee.
3. Provide one complete set of plans drawn to scale, including:
 - Dimensions of the proposed sign;
 - Dimensions of the existing signs on the property;
 - A plot plan that shows all property lines and existing and proposed signs, existing structures, parking, landscaping, lighting, etc. If color exhibits are submitted, black and white copies with captions or shading delineating the color areas shall also be provided.
 - Structural details of supports, framing, bracing and footings where applicable; and
 - Electrical equipment and lighting.
 - If this application includes oversized plans, copies no larger than 11" x 17" with graphic scale shall also be included. If color exhibits are submitted, black and white copies with captions or shading delineating the color areas shall also be provided.

Note:

- A separate application is required for each sign.
- Any sign with electrical wiring in or on the sign requires an electrical permit from the Deschutes County Building Safety Division.
- Signs over six (6) feet in height may require a building permit.

Applicant's Name (print): _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

Property Owner's Name (if different)*: _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

Property Description: Township _____ Range _____ Section _____ Tax Lot _____

Property Zone(s): _____ Property Size (acres or sq. ft.): _____

Lot of Record? (State reason): _____

Property Address: _____

Sign Information

Proposed Sign (check one):	Existing Signs (check all that apply):	Site Criteria:	Sign Dimensions:
<input type="checkbox"/> Wall	<input type="checkbox"/> Wall	<input type="checkbox"/> Wall Area (sq. ft.)	<input type="checkbox"/> Distance from grade to bottom of sign
<input type="checkbox"/> Freestanding	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Distance to property line	<input type="checkbox"/> Vertical dimension of sign
<input type="checkbox"/> Ground Mounted	<input type="checkbox"/> Ground Mounted	<input type="checkbox"/> Street frontage (sq. ft.)	<input type="checkbox"/> Horizontal dimension of sign
<input type="checkbox"/> Off-Premises	<input type="checkbox"/> Off-Premises	Electrical Information:	<input type="checkbox"/> Sign area
<input type="checkbox"/> Marquee	<input type="checkbox"/> Marquee	Yes No Wiring needed? (circle one)	
<input type="checkbox"/> Awning or Canopy	<input type="checkbox"/> Awning or Canopy	<input type="checkbox"/> Exterior Lighting	
<input type="checkbox"/> Temporary	<input type="checkbox"/> Temporary	<input type="checkbox"/> Interior Lighting	

(over)

Applicant's Signature: _____ Date: _____

Property Owner's Signature (if different)*: _____ Date: _____

Agent's Name (if applicable): _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

***If this application is not signed by the property owner, a letter authorizing signature by the applicant must be attached.**