



PLANNING DEPARTMENT
PO Box 330 • Phoenix, OR 97535
541-535-2050 • 541-535-5769 fax

Fee: \$500.00

Master Sign Program Submittal Requirements

The purpose of the Master Sign Program is to ensure consistency in signage throughout the business center (i.e. color, lettering, and dimensions).

Signs not submitted with Master Sign Program Application, or submitted at a later date, will require individual Sign Applications.

All signs over 2'x2', except for signs painted directly upon a building, require a building permit. All lighted signs require an electrical permit.

All signs must comply with City of Phoenix Sign Ordinance. A copy of the ordinance is available at the Planning Department.

Master Sign Program Applications must be submitted with the following:

1. An accurate plot plan of the parcel at scale.
2. Two copies of a site plan showing location of the signs on the building and/or building site.
3. Two copies of plans showing the sign lettering, dimensions of the sign, construction materials, and structural details (footings, method of attachment, etc.).
4. Two copies of elevations and square footage computations of the buildings.
5. An accurate location of each present and future sign.
6. Ingress/egress and sight visibility triangles (see below).
7. Color rendering or photograph of each sign.
8. Computation of the total number of ground signs, total sign area, and the elevation and height of the ground signs.
9. Computation of the maximum number of wall signs and total sign area.
10. Payment of \$200.00 Master Sign Program Application Fee.

