



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

Fee: \$130.00

SIGN PERMIT APPLICATION

Sign Location/Address: _____

Business Name: _____

Business Owner: _____

Address: _____

Phone: _____

Installed By: _____

Address: _____

Phone: _____ Business License No: _____

SIGN ON BUILDING

Sign Length _____ Width _____ Thickness _____

Length of Business Frontage _____ Sq Ft of Existing Signs on this Side _____

Total number of signs requested _____ Existing Signs to: remain be removed

Temporary Sign: yes no Electrical Connection: yes no

FREESTANDING / GROUND SIGN

Sign Length _____ Width _____ Height (from ground to top of sign) _____

Thickness _____ Sq Ft of Existing signs _____ Existing Signs to: remain be removed

Temporary Sign: yes no Electrical Connection: yes no

I hereby acknowledge that I have read the Phoenix Sign Ordinance and City Codes and agree to build according to approved plans.

Signature of Applicant

Date

Sign Value \$ _____

Building Permit No. _____

(For Office Use Only)	
Zoning Districts: _____	SqFt New: _____ Existing: _____ Total SqFt: _____
Maximum SqFt Allowed: _____	Receipt No: _____
Approved / Denied: _____	
Planning Approval By: _____	Date: _____

Sign Application Submittal Requirements

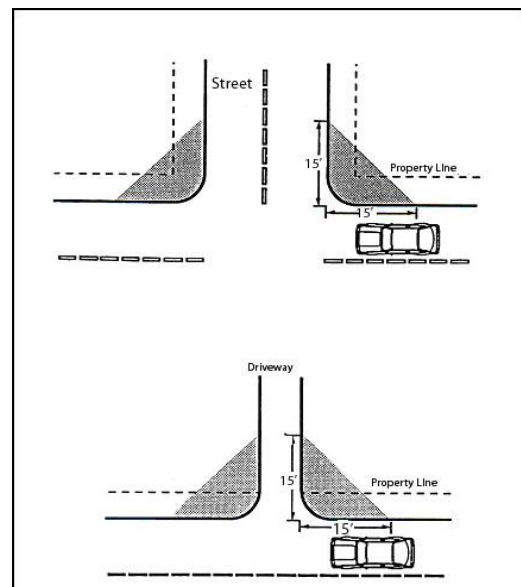
Signs for more than one business require a Master Sign Program. Please see Master Sign Program Application Requirements.

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.

Sign Applications must be submitted with the following:

1. Two copies of a site plan showing location of the sign on the building and/or building site. Freestanding/ground signs must show the dimensions of the property and the distance of the sign from the property lines, buildings, driveways, etc.
2. Two copies of plans showing the dimensions of the sign, construction materials, and structural details (footings, method of attachment, etc.).
3. Ingress/egress and sight visibility triangles (see below). Required for ground/freestanding signs.
4. Color rendering or photograph of each sign.
5. Payment of \$40.00 Sign Application Fee.



Minimum Visibility Requirements