



Sign Permit Application

Dallas Planning Department

Development Code Type 1 Review

Official Use Only:
 File No.: _____
 Date: _____
 Fee: _____ PAID

A SIGN PERMIT is required to erect, construct, attach, relocate or structurally alter a permanent sign, unless specifically exempted by Dallas Development Code (DDC) Section 3.6.040. Examples of signs that do not require a sign permit include, but are not limited to: temporary signs, mounted signs that protrude less than 12 inches, political signs, and real estate signs. Signs that do not require a permit are subject to applicable sign code requirements found in DDC Chapter 3.6. For more information on sign code requirements, please contact the Dallas Planning Department at 503.831.3571. In certain instances a building permit may be required prior to the installation of the sign to ensure the sign complies with the State of Oregon Structural Specialty Code.

Section 1 – Applicant Information

Name(s): _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Section 2 – Property Owner Information

Property Owner(s) _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Section 3 – Project Description

Please describe your project:

 Site Address: _____ Total Land Area: _____
 Assessor Map/Taxlot No. _____ Zoning: _____
 Present Use of Property: _____

Section 4 – Application Submittal Information

- Please submit one electronic copy (pdf format preferred) and one paper copy of the following information:
- Completed application form
 - Size, height, location, description, and material of the sign(s)
 - Name of the manufacturer, contractor, owner, and business advertised
 - Scaled drawing(s) and description of copy, structure, and lighting
 - Photo(s) or drawings(s) of the proposed sign and scaled drawing of the location of the sign(s) on the property
 - For illuminated signs: a copy the electrical wiring plans and an approved State Electrical Permit (Note: Electrical permits are issued by Polk County, 850 S Main Street, Dallas, Oregon.)
 - Other information required to demonstrate compliance with DDC Chapter 3.6 – Signs

Section 5 – Sign Permit Fee

Minimum Fee:	Signs up to 20 Sq. Ft. included in the minimum fee	\$ 50.00
Fee Calculation for Signs Over 20 Sq. Ft.	(A) Total Sq. Ft. of Sign(s): _____ (B) Total Sq. Ft. of Sign(s) <u>over</u> 20 Sq. Ft. _____ Enter (B) here: _____ x \$2.50 = (C) \$ _____ Enter (C) here: _____ →	\$
Total Sign Permit Fee: (sum of minimum fee and fee calculation for signs over 20 sq. ft.)		\$

Section 6 – Signatures Required

I hereby certify that, to my knowledge, the above information is true and correct. All work to be performed shall be in accordance with all governing laws and rules. I have read and do understand the attached "Information Notice to Property Owners About Construction Responsibilities."

PROPERTY OWNER(S)

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

APPLICANT(S)

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Section 7 – Application Review Process

The City processes sign permits as Type I land use action in accordance with the procedures found in DDC Section 4.1.020 (Type I Procedure). The City Planning Official reviews the request and makes a decision to approve or deny the request based on the applicable sign regulations found in DDC Chapter 3.6 – Signs. The City Planning Official's decision is the final decision of the City. The decision is final on the date it is made.

If a separate building permit is required for a sign, a building permit shall be obtained prior to construction or installation. Illuminated signs shall comply with the provisions of the State Electrical Specialty Code, and the applicant shall obtain an electrical permit from the Polk County Building Department, 850 S Main, Dallas, OR, prior to installing the sign.

Section 8 – Review and Approval

Official Use Only:

Approved Denied Reason for Denial: _____

Planning Official Signature: _____ Date: _____

Building Permit Required? Yes No