



SIGN PERMIT APPLICATION

TYPE OF SIGN	
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Electronic Message Sign
<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Panel Change
<input type="checkbox"/> Free-Standing Sign *	<input type="checkbox"/> A-Frame Sign
<input type="checkbox"/> Integrated Business Center Sign *	<input type="checkbox"/> Other (please explain)
Value of Project: \$ <small>(not needed for Panel Changes or A-Frames)</small>	Provide Artwork with application
DESCRIPTION/ADDITIONAL DETAILS (optional)	
JOB SITE INFORMATION	
Job site address:	
City, State, Zip:	
Suite/Bldg/Space/Apt #:	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone Number:	
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone Number:	
CONTRACTOR (If Applicable)	
Business Name:	
Contact Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone Number:	CCB#:
NOTICE	
All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701, as well as licensed with the City of Sandy.	

OFFICE USE ONLY	
Permit Number:	
Date Received:	By:
Date Issued:	

ILLUMINATION	
<input type="checkbox"/> Lightbox or Cabinet Sign	<input type="checkbox"/> Neon
<input type="checkbox"/> Front-Lit Channel Letters	<input type="checkbox"/> External (describe in detail)
<input type="checkbox"/> Back-Lit Channel Letters	<input type="checkbox"/> Other (describe in detail)

WALL SIGNS	
Elevations: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West	
Sign Dimensions: Height:	Width:
Wall Dimensions: Height:	Width:
Attaching Hardware (provide illustration):	

PROJECTING SIGNS	
Sign Face Dimensions (max. 32sf) Height:	Width:
Clearance above walkway or driveway: _____ feet	
Projecting distance from building: _____ feet	
Attaching Hardware (provide illustration):	

FREE-STANDING & IBC SIGNS	
Sign Face Dimensions: Height:	Width:
Sign Height (above grade):	
* Engineering (wet signature) is required when sign is over 7'	

PANEL CHANGE	
Background Color:	
Lettering/Logo Color:	

A-FRAME SIGN	
Frame Size: Height:	Width:

SIGN PERMIT FEES (OFFICE USE ONLY)	
Fees are calculated by office staff	
Sign Permit Fee (\$75.00)	\$
Building Permit <small>(if required, fee based on valuation)</small>	\$
State Surcharge (12%)	\$
Zoning Review Fee (\$22.00)	\$
Panel Change (\$15.00 each)	\$
A-Frame Sign (\$10.00)	\$
TOTAL PERMIT FEE	\$

Signature: _____ Date: _____

This permit application expires if not obtained within 180 days after it is deemed ready to issue.