



SIGN PERMIT APPLICATION

TYPE OF SIGN	
☐ Wall Sign	☐ Electronic Message Sign
☐ Projecting Sign	☐ Panel Change
☐ Free-Standing Sign *	☐ A-Frame Sign
☐ Integrated Business Center Sign *	☐ Other (please explain)
Value of Project: \$ (not needed for Panel Changes or A-Frames)	Provide Artwork with application
DESCRIPTION/ADDITIONAL DETAILS (optional)	
JOB SITE INFORMATION	
Job site address:	
City, State, Zip:	
Suite/Bldg/Space/Apt #:	
☐ PROPERTY OWNER	☐ TENANT
Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone Number:	
☐ APPLICANT	☐ 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	
☐ Lightbox or Cabinet Sign	☐ Neon
☐ Front-Lit Channel Letters	☐ External (describe in detail)
☐ Back-Lit Channel Letters	☐ Other (describe in detail)
WALL SIGNS	
Elevations: ☐ North ☐ South ☐ East ☐ 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 (\$85.00)	\$
Building Permit (if required, fee based on valuation)	\$
State Surcharge (12%)	\$
Zoning Review Fee (\$27.00)	\$
Panel Change (\$27.00 each)	\$
A-Frame Sign (\$27.00)	\$
Technology Fee (3%)	\$
TOTAL PERMIT FEE	\$

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