



Citizen Services & Development Center
 925 Main Street, Lebanon, Oregon 97355
 Phone: 541-258-4906 / Fax: 541-258-4955
 www.ci.lebanon.or.us

Site Address

SIGN PERMIT APPLICATION

Assessor's Map and Tax Lot Number

Owner	Phone #
Address	Email
Contractor	Phone # CCB #
Address	Email
Contact Name	Phone #

MINIMUM SUBMITTAL REQUIREMENTS

- Sign Drawings: two sets drawn to scale with material specifications and all structural connections and supports identified and detailed.
- Site Plan: drawn to scale (preferably 1/4" - 1'). Show property lines and dimensions, north arrow and scale. Identify yard setbacks, distances to property lines, streets, alley, curbs, driveways, vision clearance areas and any recorded easements.

SPECIFIC SUBMITTAL REQUIREMENTS

Free- Standing (Monument or Pole Signs)

- An Engineered plan, stamped and signed by a Oregon State Licensed Professional, may be required for any sign over 8' in height.
- An Engineered plan, stamped and signed by a Oregon State Licensed Professional may be required when the area of the face of the sign or the aggregate area of all signs on the sign structure exceeds thirty-five (35) square feet and the structure exceeds six feet in height.
- Foundation plan with cross sections of footings to show depth, width, and any reinforcement (rebar).
- Sign elevations showing length and width of the sign, height from grade to the top of the sign and height from grade to the bottom of the sign. Also detail sign materials and connections or attachment details of the sign to the pole or post (diameter, length and placement of bolts, etc.).
- Permission to encroach in any utility easement is required. Encroachments into right-of-way easements is prohibited. It is the applicant's responsibility to obtain these clearances.

Wall (Awning/Canopy, Projecting, or Flush Mounted Signs)

- Wall elevation plan showing the width and height of the building's wall to which the sign will be attached.
- Sign elevations showing the width and height of the letters or signage, and placement on the building.
- Attachment details showing diameter, length, and placement of bolts, and to what the sign will be attached (masonry, EIFS, wood).
- Show a cross section drawing of the building structure showing method of attachment and number and size of fasteners.

Description of Sign:

THIS PERMIT IS ISSUED UNDER OAR 918-460-030. PERMITS EXPIRE IF WORK IS NOT STARTED WITHIN 180 DAYS OF ISSUANCE OR IF WORK IS SUSPENDED FOR 180 DAYS.

Value of Sign and Installation