

SIGN PERMIT APPLICATION

The application on the reverse side needs to be completed entirely. If you are the sign contractor/installer, or if you are hiring a contractor, you need to make sure that their Registration Number from the State of Oregon Construction Contractors Boards are listed on the application along with the expiration date of each.

If the sign you are proposing to install is illuminated, an electrical permit application also needs to be completed and signed by either a supervising electrician, limited sign electrical contractor, or if you are the business owner who also owns the building in which you are occupying, and you will be performing the electrical installation yourself, you may sign the electrical application.

If there are existing wall and/or freestanding signs, **a photograph(s) of existing sign needs to be attached to the application.** The size of each existing sign also needs to be listed on the application.

PLANS

To submit for a sign permit, you need to prepare two complete sets of drawings showing all dimensions, total height, and a plot plan indicating where the proposed sign will be located. If you are installing a freestanding sign which exceeds 20 feet in total height, the footing detail needs to be prepared and stamped by a registered engineer or architect. After the plan review process is completed, and, if your sign(s) is approved, one set of plans will be returned to you. The approved set of drawings needs to be at the site when an inspection is requested for the inspectors' reference.

INSPECTIONS

Depending on your sign(s), you may be required to request one or all of the following inspections during the installation of your sign.

- Site: To be requested after indicating on the lot where the proposed sign will be located but prior to any work being performed for the installation of the sign. This inspection is required if there is a question on the location of the proposed sign.
- Footing: To be requested after excavation and the forms are installed, but prior to pouring concrete. If there will be electrical conduit placed in the footing, it must also be in place prior to requesting inspection.
- Attachment: To be requested when all fasteners are installed but prior to cover.
- Electrical: To be requested after the electrical connection to the sign is made, but prior to energizing. Final:
After all required inspections are conducted and approved and the sign installation is complete.

The inspections that are required for your sign installation will be indicated on your permit. Failure to request **ANY** of the required inspections could result in sign removal in order to inspect the sign at the required intervals of work.

To request an inspection, phone 888-299-2821. This is an automated system. The system will prompt you to enter information found on your permit in order to request the inspection(s) you need. All inspections called in prior to 7:00 a.m. will be made the same working day, all inspections phoned in after 7:00 a.m. will be made the following work day.

If you have any questions regarding the application, required plans or inspections, please feel free to phone the Building Safety Division at 726-3759.

City of Springfield
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