



# City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds



## Sign Permit Application

Permit number

### FOR INTAKE, STAFF USE ONLY

Application date \_\_\_\_\_ Other inspections \_\_\_\_\_  
 Issued date \_\_\_\_\_ Map zone \_\_\_\_\_ Applicable zone \_\_\_\_\_  
 Approved by \_\_\_\_\_ Overlay zone \_\_\_\_\_  
 Structural engineer's approval \_\_\_\_\_ Plan / historic district \_\_\_\_\_

### APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Installation address 355 NW 6th Avenue Property tax account # R140491

Business name CCC Westwind Apartments

Legal owner of sign CCC Westwind Apartments LP

Address of sign owner 355 NW 6th Avenue, #600, Portland, OR 97204

Property owner name CCC Westwind Apartments LP

Address 421 SW 6th Avenue, #600, Portland, OR 97204

Sign contractor name ES&A Sign & Awning Construction contractors board # 163470

Address 89975 Prairie Road, Eugene, OR 97402

Day Phone 541-868-2398 FAX \_\_\_\_\_ email kluther@esasigns.com

### For electric signs

Electrician's name Gordy Roseboro Electrician's license # 514 SIG

### Which of the following best describes the proposed work?

- ☒ New sign ☐ New awning  
☐ Alteration to existing sign ☐ Addition to existing awning  
☐ Addition to an existing sign, size increased by \_\_\_\_\_% ☐ Addition of a sign to existing awning

### Type of sign, check all that apply

- ☐ Freestanding ☐ Monument ☒ Projecting  
☐ Sign on awning ☐ Fascia sign, over 400 lbs. ☐ Fascia sign 400 lbs. or less  
☐ Painted wall/adhered ☐ Pitched roof ☐ Sign on marquee  
☐ Other \_\_\_\_\_ ☐ Sign attached to canopy

### Proposed sign dimensions

width of sign face	height of sign face	overall sign height	depth of fascia sign	total area of sign
2.33 ft.	14 ft.	28.75 ft.	16" in.	32.67 sq. ft.

- ☒ [N] Do you have permission of the property owner to erect this sign?  
 [Y] ☒ Changing image features? If yes, area of change \_\_\_\_\_ sq.ft. ☒ [N] Illuminated?  
 [Y] ☒ Complete listing of existing signs attached. Required, a complete listing including type and size area.  
☒ [N] Site plan attached. If a site plan is required it must show size and location of existing signs, for site plan requirements see the Sign Permit Program Guide.

Applicant's signature [Signature]

Applicant's name, printed Kevin Luther Applicants phone # 541-868-2398

# All signs and awnings are required to be compliant with City Code Title 32

## Provide elevation drawing of the sign on a separate sheet, include:

1. All details and dimensions of the sign.
2. Type of material and all dimensions of supports and footings.
3. Clearance above ground.
4. Distance of any projection over the right-of-way.
5. If the sign will be attached to a building, show the building roof line for the wall on which the sign will be mounted.
6. Type of lighting.

Illuminated, electric signs		Non-illuminated signs	
Fascia, free standing or projecting signs with direct, neon internal or changing image lighting		Fascia, freestanding or projecting signs without any lighting or other electrical components	
Up to 20 sq. ft.	\$247	Up to 20 sq. ft.	\$190
Over 20 and up to 40 sq. ft.	\$306	Over 20 and up to 40 sq. ft.	\$260
Over 40 and up to 60 sq. ft.	\$354	Over 40 and up to 60 sq. ft.	\$306
Over 60 and up to 80 sq. ft.	\$388	Over 60 and up to 80 sq. ft.	\$319
Over 80 and up to 100 sq. ft.	\$424	Over 80 and up to 100 sq. ft.	\$330
Over 100 and up to 120 sq. ft.	\$473	Over 100 and up to 120 sq. ft.	\$354
Over 120 and up to 140 sq. ft.	\$496	Over 120 and up to 140 sq. ft.	\$366
Over 140 and up to 160 sq. ft.	\$518	Over 140 and up to 160 sq. ft.	\$388
Over 160 and up to 180 sq. ft.	\$544	Over 160 and up to 180 sq. ft.	\$424
Over 180 sq. ft.	\$565	Over 180 sq. ft.	\$450

<b>Wall painted or adhered signs</b>	\$1.22 per square foot (minimum fee - \$40.)
<b>Awnings without signs</b>	\$10.49 per linear foot of awning
<b>Sign and awning combinations</b>	Awning fee plus \$1.76 per square foot of sign area
<b>Sign added to an existing awning</b>	Same fee as required for non-illuminated sign, above
<b>Structural Plan Review Fee</b> - Required for all wall fascia signs over 400 lbs. and all projecting signs, freestanding and monument signs over 6 feet in height, all pitched roof signs and all awnings.	65% of the permit fee. (If the addition to an existing sign is less than 10% of the area of the existing sign, this fee is not charged.)
<b>Additional Plan Review</b> - For changes, additions or revisions to approved plans for review of proposed pre-approved structural designs	\$81.50 minimum for 30 minutes or less \$163 for per hour or fraction there of for any part of an hour over 30 minutes
<b>Investigation fee</b> - for commencement of work before obtaining a permit	Equal to the permit fee
<b>Inspections outside of normal business hours</b>	\$221 per hour or fraction of an hour
<b>Structural alteration to existing sign</b>	Same fee as for new sign
<b>Renewal of expired permit</b>	50% of original permit fee
<b>Re-inspection fee</b>	\$115 per inspection
<b>Early Assistance for Sign Permits</b>	Early Assistance sign code meeting - \$89 Fee for each additional staff in attendance - \$104

Information is subject to change.

Proposal and design as approved in  
Case File # LU 23-003027 DZM  
No field changes allowed