



COMMUNITY DEVELOPMENT

TEMPORARY SIGN PERMIT APPLICATION

A banner may be displayed on a site for a maximum of 60 days per calendar year and a portable sandwich board type sign can be displayed for up to 90 days

Sign may not be displayed in the City of Bend right of way

SIGN WILL BE LOCATED AT:

Address _____

Business Name / Occupant at Site: _____

SUBMITTER:

Applicant / Submitter Name _____

Email Address _____ Phone No. _____

SIGN DIMENSIONS:

A: (in. / ft.) Width

B: (in. / ft.) Height

C: (in. / ft.) Distance from the ground to top of sign (Banners Only)

SQ. FT.: Multiply A x B = square feet.

NUMBER OF DISPLAY DAYS:

60 days for banner/ teardrop sign, 90 days for sandwich board sign

AUTHORIZATION:

By signing or by clicking on the "I agree" button you acknowledge that you are the responsible party for all content and have the authority as, or from, the property owner to install the sign as requested. In addition, you certify that the information submitted with this application is true and correct.

I AGREE

SIGNATURE & TITLE: (Property Owner, Business Owner, Manager, Event Coordinator)

FREESTANDING - PROVIDE THE FOLLOWING

- A drawing or photograph of the temporary sign with the sign dimensions.
- Site Plan: show property lines, driveway, existing development, proposed banner location and the distance to the property line.

ATTACHED TO A BUILDING - PROVIDE THE FOLLOWING

- A drawing or photograph of the temporary sign with the dimensions.
- Building elevation drawing or photograph showing the proposed temporary sign location.

(BANNER ONLY) SELECT METHOD OF ATTACHMENT

- Freestanding pole or post buried into the ground a minimum of two feet and designed to withstand loads including wind gusts of up to 70 miles per hour.
- Freestanding stand-alone base or in-ground post/pole designed to withstand loads including wind gusts of up to 70 miles per hour.
- Attached to the building with rope or similar material of sufficient length and strength to be fastened securely through reinforced grommets at the four corners or other appropriate anchor located at opposite ends.
- Other. Provide detailed plans that include dimensions, material and supporting structure plans.

Banners should be designed with sufficient half-round openings to allow the passage of wind to substantially lessen the wind-load during windy weather.

PROVIDE DISPLAY DATES:

Jan _____	Jul _____
Feb _____	Aug _____
Mar _____	Sep _____
Apr _____	Oct _____
May _____	Nov _____
Jun _____	Dec _____

ELECTRONIC SUBMITTAL

Please complete this application, save it to your computer, and e-mail it to bendcdd@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your supporting materials to the City's ePlans electronic permitting system. Applicable fees may be paid on-line, in person, or mailed to the City of Bend, Community Development Department, Permit Center located at 710 NW Wall Street, Bend, OR 97703.

R105.2 Work exempt from permit. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or edicts of this jurisdiction.