



COMMUNITY DEVELOPMENT

PERMANENT SIGN APPLICATION

SIGN LOCATION

Name of Business / Development / Tenant / Organization / Etc. Single Tenant Use Multi-Tenant Use

Street Number Prefix Street Name Suite / Building Number

Tax Lot / Parcel # Zone Sign District Name of Historic Site / District

Describe the business or how this site/space will be used. Include the products or services offered, sold, manufactured, stored, etc.

Describe the previous business or use at this location

APPLICANT / EPLANS SUBMITTER - Responsible for application, e-mail, uploading files and communicating with the City of Bend

Name E-Mail Phone

Third Party Name E-Mail Phone

CONTRACTOR - CCB Licensed Contractor as required per ORS Chapter 701, State of Oregon Construction Contractors Board

Sign Installer / Contractor Name E-Mail Phone

Address City State Zip Code

Business Name City of Bend Business License Number State CCB License / Exp. Date

BUSINESS OWNER / REPRESENTATIVE

Name E-Mail Phone

Business Name City of Bend Business License Number

Address City State Zip Code

PROPERTY OWNER

Name E-Mail Phone

Address City State Zip Code

SIGNATURE REQUIRED

By signing or by clicking on the "I agree" button you acknowledge that you are the responsible party for the applications content and have the authority as, or from, the property owner to obtain this permit. In addition, you certify that the information submitted with this application is true and correct, and authorize the City of Bend staff to enter property for inspection of the site in conjunction with this application.

I AGREE

Contractor or Property Owner Signature
2016 Permanent Sign Application.docx

Title
City of Bend - 710 NW Wall Street - Bend, Oregon - 97703

Date

MINIMUM SUBMITTAL REQUIREMENTS

- Completed Permanent Sign Application and Fees.
- Sign Worksheet - Complete one worksheet for each separate sign. Exception: multiple vinyl or painted window signs on one building elevation for one tenant may be considered one single sign.
- Electrical Permit Application and Fee – If applicable
- Sign Plans – that include:
 - Sign dimensions, including letter height, sign length and width, graphics and copy.
 - The sign design, colors, and materials. Include a colored image that shows how the sign will appear when installed during the daylight and at nightfall, when illuminated.
 - Lighting details and specifications. If the sign is not illuminated, please indicate.

ADDITIONAL SUBMITTAL MATERIALS

Submit all of the above listed minimum submittal materials and the following additional materials, if applicable:

A. NEW, RELOCATED OR ALTERED SIGNS ON BUILDINGS, AND SIGNS ON AWNINGS AND CANOPIES ATTACHED TO A BUILDING:

- Building elevation drawing showing the location of proposed sign(s) on the building with dimensions of remaining area above, below, and to the sides of the sign. Provide height from grade to bottom of the sign and to the uppermost portion of the sign.
- Provide a building elevation drawing of the Dominant Façade (also known as a storefront) and the length dimension.
- New, relocated or altered building signs: Drawings showing details of construction, including loads, stresses and anchors.
- Sign Inventory: Photograph or list of existing signs on the building and a list of signs that will be removed upon approval of the sign permit.

B. NEW, RELOCATED AND ALTERED FREESTANDING SIGNS, AND SIGNS ON BUILDINGS WHERE THE SIGN IS WITHIN 2 FEET OF THE PROPERTY LINE:

- Site Plan Drawn to Scale - Aerial photographs are not accepted as a Site Plan. Include on the Site Plan:
 - North arrow and graphic scale.
 - Exterior boundaries of the subject property and adjacent streets and alleys.
 - Location of proposed signs, existing signs, property lines, and all structures, parking areas, driveways, landscape areas, storm drainage areas, easements, and clear vision areas at intersections of streets and driveways, streets and alleys, and corner intersections.
- For freestanding signs oriented to a right-of-way: Cross section of the development site and right-of-way, or provide a drawing with dimensions that indicates the height relationship between the proposed sign and the adjacent right of way.
- Drawings showing details of construction, including footings, loads, stresses and anchors.
- Sign Inventory: Photograph or list of existing freestanding signs on the site and a list of signs that will be removed upon approval of the sign permit.

C. HISTORICAL SITE / DISTRICT / BUILDING:

- Signature of property owner(s). Attach a separate form with property owner names and signatures
- Photograph taken from all sides of the site and/or building and all adjacent properties.

D. PREVIOUSLY APPROVED SIGN DESIGNED FOR REMOVABLE COPY - COPY CHANGE ONLY:

- Photograph of the existing sign.