



COMMUNITY DEVELOPMENT

SIGN WORKSHEET

Please check and fill in the information requested, or place a N/A on the lines that do not apply. Complete a separate worksheet for each separate sign. Save the worksheet(s) to your computer, and then send as an attachment with the application in an e-mail to: bendcdd@bendoregon.gov. Once the electronic forms are received by the City you will receive emailed instructions on how to upload the plans and other required documents to the City's ePlans. Application fees may be paid on-line, in person, or mailed to: City of Bend, Permit Center - 710 NW Wall Street, Bend, OR 97703.

SIGN TYPE – CHECK ONE

FREESTANDING SIGNS

Primary (Adjacent/Oriented to Street) Drive Thru (Menu) Directory Other: _____
 Billboard: City Inventory # _____, Current City / County Permit # _____, Current State Permit # _____

BUILDING SIGNS

Wall (Fascia) Mural / Graphics Directory (Tenants) Sign on Awning / Canopy
 Window Suspended Projecting Drive Thru (Menu)

NUMBER OF SIGN SIDES			BUILDING ELEVATION				SIGN WEIGHT
Single-Sided	Double-Sided	V-Shape / Multiple	<input type="checkbox"/> North	South	East	West	_____ Lbs.

SIGN DIMENSIONS

Area (a)	Width (b)	Height (b)	Depth (b)	Projection (c)	Clearance (d)	Height (e)
_____ Sq. Ft.	_____ Ft. _____ In.	_____ Ft. _____ In.	_____ Ft. _____ In.	_____ Ft. _____ In.	_____ Ft. _____ In.	_____ Ft. _____ In.

SIGN PERMIT REVIEW – CHECK ONE

LIGHTING

New sign. Does not include signs or work listed below.
 Remove and replace new sign.
 Alteration / Addition to an existing sign
 Adhered Vinyl, Paper, or Painted Sign: Wall or Window
 New Copy / Sign Panel – No alteration to existing sign

No lighting Lighted - Detached Light(s)
 Lighted - Attached: Internal, External, Exposed
Show any existing and/or proposed lighting and location on plans. Submit manufacturer product literature for new external light fixtures. Flashing lights and scrolling message signs are prohibited.

Electrical Permit Application Submitted
 Electrical Permit Not Required - Existing

STRUCTURAL PLAN REVIEW - CHECK ALL THAT APPLY

- Proposed sign is installed on a pitched roof. Roof signs as defined in the Bend Sign Code are prohibited.
 - Proposed sign is a Projecting sign as defined in the Bend Sign Code.
 - Proposed sign is installed on the building and weighs 80 pounds or more.
 - Proposed sign is a freestanding sign over 32 square feet in area and/or over 6 feet in height. Footing inspection required.
- If any box is checked please provide detailed construction and installation plans. Engineer stamped plans may be required.*

KEY:
 (a) Measured area of proposed sign including the base, supports, frames, and decorative elements. Only one side of a double-sided sign with equal dimensions is measured. The largest side is measured for unequal double-sided signs. All exterior sides are measured for v-shaped and multiple sided signs. Multiple window signs may be measured as a single sign if on one elevation, first floor, and for one occupant and provided the signs are adhered non-illuminated signs such as vinyl or painted window signs.
 (b) Overall maximum width, height and depth of the proposed sign. Include the supports, frames, and decorative elements.
 (c) Projection from building, as measured from the wall or fascia to the outer edge of the sign.
 (d) Clearance, as measured from the bottom of the sign to finished grade below.
 (e) Height above grade, as measured from the top of the sign to finished grade below.