



# Sign Permit Application

City of Wood Village

2055 NE 238<sup>th</sup> Dr., Wood Village OR 97060

<b>Banner Fee:</b>	Permit No:
\$20.00 each	Date Issued:
<b>All Other Signs:</b>	Issued By:
\$100.00 each	Receipt No:

Phone: 503.489.6861 or 503.489.6859

Fax: 503.669.8723

E-mail: [city@ci.wood-village.or.us](mailto:city@ci.wood-village.or.us)

ALL APPLICATIONS SHALL BE ACCOMPANIED BY A DETAILED SKETCH DRAWN TO SCALE, OF EACH PROPOSED SIGN SHOWING GRAPHIC DESIGN AS WELL AS STRUCTURAL DESIGN DATA AND A SITE PLAN.

I. NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_  
(NAME OF APPLICANT)

\_\_\_\_\_  
(NAME OF CONTRACTOR)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY/ZIP)

\_\_\_\_\_  
(CITY/ZIP)

\_\_\_\_\_  
(PHONE)

\_\_\_\_\_  
(PHONE)

\_\_\_\_\_  
(FAX)

\_\_\_\_\_  
(FAX)

II. REQUEST INSTALLATION OF  FREE-STANDING SIGN  WALL SIGN

III. STREET FRONTAGE: NO. OF FRONTAGE(S) \_\_\_\_\_ LENGTH OF FRONTAGE \_\_\_\_\_

IV. DESCRIPTION OF SIGN(S):

DIMENSIONS: Free-standing sign: \_\_\_\_\_ X \_\_\_\_\_ Wall sign: \_\_\_\_\_ X \_\_\_\_\_

Portable A-frame sign: \_\_\_\_\_ X \_\_\_\_\_ Frame height: \_\_\_\_\_

Primary building face dimensions: \_\_\_\_\_ X \_\_\_\_\_

( ) Single face ( ) Double face

ILLUMINATION: ( ) Non-illuminated ( ) Illuminated (explain type & color)

\_\_\_\_\_  
(Fluorescent Tubes - 800 MA Maximum)

COLOR: Background: \_\_\_\_\_ Letters (size, color): \_\_\_\_\_

V. INSTALLATION OF SIGN - FREE-STANDING SIGN:

Post(s) size \_\_\_\_\_ x \_\_\_\_\_ Anchored \_\_\_\_\_ feet below grade.

Concrete base around post, size: \_\_\_\_\_ x \_\_\_\_\_

Height: \_\_\_\_\_ feet overall height above grade.

\_\_\_\_\_ feet clearance from bottom of sign to grade.

WALL SIGN INSTALLATION: ( ) On canopy or marquee  
( ) Structurally designed on wall  
( ) Other (explain) \_\_\_\_\_

PORTABLE A-FRAME SIGN: Describe means of anchoring sign \_\_\_\_\_  
\_\_\_\_\_

VI. ADDITIONAL INFORMATION (ATTACH SKETCH)

I certify that I have read the foregoing application and know the contents to be correct to the best of my knowledge and belief.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER'S SIGNATURE (IF OTHER THAN APPLICANT)

\_\_\_\_\_  
DATE

.....  
 APPROVED

NOT APPROVED

NOTE: Approval of this application is dependant upon Building and/or Electrical Code and Wood Village Zoning Code compliance.

COMMENTS OR CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
DATE