

SIGN PERMIT APPLICATION

APPLICANT shall provide the following information: (Please Print)

1. _____
 Job Address _____ Lot/Parcel # _____ Current Zoning _____

2. _____
 Name of Property Owner _____ Address _____ Phone _____

3. Property Street Frontage _____ OR Building Frontage _____

4. Proposed Improvement: New Addition Alteration

5. Type of Sign: Freestanding sign Marquee/Awning Off-premise
 Projecting sign Portable sign

6. Details of Construction Horizontal dimension _____ Vertical dimension _____ Area of sign _____
 Height to bottom of sign above grade _____ Height at top of sign _____
 Projection beyond property line _____ Setback from property line _____

7. Illumination None Interior Exterior Lamps Neon Illuminated signs
 Flashing, moving, or animated Testing lab _____ ID# _____

8. **Contractors Only** – I certify I am registered and active with the CONSTRUCTION CONTRACTORS BOARD.

9. Name _____ Address _____ Phone _____
 CCB No. _____ Expiration Date _____ City Business License No. _____

10. _____
 Architect/Engineer: _____ Address _____ Phone _____

11. **Three (3) copies of the following information are required at the time of submittal:**

- A plot plan** showing – Location, dimension and type of ALL signs (proposed and existing), building and lot frontage along all street frontages, and the proposed sign’s distance from the property lines, vehicular access and pedestrian walkways.
- A sketch** of the advertising copy on the proposed sign.
- The structural elements** of the sign including a dimensional diagram of the footing(s). The building inspector may also require wind load calculations and/or engineered design.

FOR OFFICE USE ONLY

PLANNING / BUILDING CODES	PERMIT FEES
Zone: _____ Reviewed by: _____ on _____	PROJECT VALUATION \$ _____
APPROVED AS SUBMITTED: Yes <input type="checkbox"/> No <input type="checkbox"/>	BUILDING PERMIT FEE \$ _____
HOLD - CORRECTION ITEM(S): Yes <input type="checkbox"/> No <input type="checkbox"/>	STATE SURCHARGE \$ _____
Building frontage / Street frontage _____	SIGN PERMIT \$ _____
Existing signage (subtract) _____	PLAN CHECK \$ _____
Proposed signage _____	TOTAL \$ _____
Balance of available signage _____	
Authorized Planning signature: _____ Date: _____	COMMENTS
Building Codes signature: _____ Date: _____	

NOTICE

Signs which extend into the public right of way require the signature of the sign owner or the sign owner's authorized representative on the following *"temporary use of a public right of way"* acknowledgment.

I, the undersigned, understand that issuance of a permit for the installation of a sign which extends into a right-of-way includes the granting of a right-of-way use permit adjacent to the property and I further acknowledge the right-of-way use permit adjacent to the property and I further acknowledge the right-of-way use permit is temporary and revocable upon demand by the Coos Bay City Council.

The issuance of a sign permit by the City does not ensure compliance with all state requirements. You are encouraged to contact the State Highway Department before applying for a permit to install signs which face a State Highway.

An electrical permit is required from State Building Codes if an electrical installation is made. Electrical permit verification must be submitted to the City of Coos Bay, PRIOR TO FINAL INSPECTION.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

12. _____
SIGNATURE - OWNER / AUTHORIZED AGENT

DATE

13. _____
PRINT NAME