



SIGN PERMIT APPLICATION

BUILDING & SAFETY DIVISION

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3505
 (503) 588-6256 • Fax (503) 588-6115

Applications may be obtained online at:

<http://www.cityofsalem.net/Departments/CommunityDevelopment/BAS/Pages/default.aspx>

Application MUST be complete for processing, or will be returned

1. Project/Job Information (where the work is taking place)

Job Site Address: _____

Name of Property Owner: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____

2. Applicant Information (person/co who will be the permit holder)

Name of Applicant: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____

3. Contractor Information (person/co performing the work)

Name of Contractor: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____

CCB# (reqd): _____

4. Contact Information (person who can provide project info)

Name of Point of Contact: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Fax #: _____

5. Full Description of Work Proposed: _____

6. To be completed by Applicant: PROPOSED SIGN INFORMATION

Type of Sign: (CHECK ONE)	
<input type="checkbox"/> Wall	
<input type="checkbox"/> Freestanding	
<input type="checkbox"/> Roof	
<input type="checkbox"/> Projecting	
<input type="checkbox"/> Outdoor Ad/Billboard	
<input type="checkbox"/> Under Marquee	
<input type="checkbox"/> Painted Wall	
<input type="checkbox"/> Temp Pennants – Install Date:	Valid 6 mos per permit *
<input type="checkbox"/> Temp Banners – Install Date:	<input type="checkbox"/> MultiFam (2 mos) *
	<input type="checkbox"/> Other (1 month) *
	Select banner type →
<input type="checkbox"/> Temp Sign – Install Date:	Valid 1 month per permit *
<input type="checkbox"/> Temp Balloon – Install Date:	Valid 14 days per permit *
* An additional application is required for each requested renewal per above	
Work Type: (CHECK ONE)	
<input type="checkbox"/> Erect	
<input type="checkbox"/> Relocate on Site	
<input type="checkbox"/> Alter or Enlarge	
<input type="checkbox"/> Structural Face Change	
<input type="checkbox"/> Paint	
<input type="checkbox"/> Remove for Repair	

7. Proposed Sign Information

Total height...

above grade to top of the sign: _____

above grade to bottom of the sign: _____

Sign Length (feet and inches): _____

Sign Height (feet and inches): _____

Area of Sign in square feet: _____

Electrical Permit required? Yes No

8. Existing Sign Information (required for review):

Are there existing signs at the job site address? Yes No

If Yes, complete the table below for each sign:

SIGN #	SIZE IN SQ FT	TYPE OF SIGN (EX. WALL, ROOF, ETC)

I agree to do the work described on this application according to the attached plans and specifications, and the City of Salem Sign and Electrical Codes. All the information herein is true to the best of my knowledge:

Applicant Signature: _____

Print Applicant Name: _____

Today's Date: _____

FEES can be determined at:

http://www.cityofsalem.net/Departments/CommunityDevelopment/Planning/Documents/Planning_Fees.pdf

Drawings required to be submitted with application include:

- Two copies of Plot Plan and Civil Drawings – drawn to scale which includes the following:
 - North arrow, scale, property lines with dimensions, setbacks, and all public and/or private easements, and names of all adjacent streets;
 - Layout of buildings, driveways, sidewalks, and parking;
 - Other applicable structures and features of the property;
 - Information on street frontages (width of right-of-way, type and width of street, including curbs, sidewalks, and pavement condition);
- Two copies of all other drawings, calculations, documents and information – plans drawn to scale;
- Proposed use, type of business;
- Foundation plan including future size, section and reinforcing
- Complete sign sections;
- Construction details (i.e. sign attachments, weight of sign, wall section);
- Engineering for special condition – expiration date of engineering stamp must be shown.