

(For office use only)  
Permit #:



**Building and Safety Division/Permit Application Center**  
City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513  
503-588-6256 \* [planning@cityofsalem.net](mailto:planning@cityofsalem.net)

If you need the following translated in Spanish, please call 503-588-6256.  
Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

**Work site location and information**

<b>Street address of work site</b>			
<b>Liberty street or plaza</b>	Liberty pole (106872)	Liberty Parkade (106589)	
<b>Type of Sign</b> (*A new application is required for each renewal requested.)	Wall Freestanding Roof Projecting Outdoor Ad/Billboard Under Marquee Painted Wall Sidewalk sign (valid to December 31 of each year) Temporary pennants (valid 6 months*) Temporary banner/Multi-family (valid 2 month) Temporary banner/Other (valid 1 month*) Temporary sign (valid 1 month*) Temporary balloon (valid 14 days*)		
<b>Type of Work</b>	Erect	Relocate on site	Alter or enlarge
	Paint	Structural face change	Remove for repair
<b>Project description</b>			

**People information**

	Same as Applicant?	Name	Full Mailing Address	Phone Number and Email address
<b>Applicant</b> (person responsible for the permit)				
<b>Property owner</b>	Yes No			
<b>Contact</b> (person receiving correspondence)	Yes No			
<b>Contractor</b> (person or company doing the work)	Yes No			

**Oregon Construction Contractors Board (CCB) Number:** \_\_\_\_\_

**If installing or servicing electrical signs and outline lighting please provide the following:**

**Business License:**

Electrical Contract (C) License or Limited Sign Contractor License (CLS): \_\_\_\_\_

**Individual License:**

General Supervising Electrician (S), General Journeyman Electrician (J) or Limited Journeyman Sign Electrician (SIG): \_\_\_\_\_

## Required documents for application

<b>Review of plans and documents checklist</b>	I have <a href="#">downloaded and reviewed the plans and documents checklist</a> (Initials) _____
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## Project information

<b>For temporary signs: Install date</b>	
<b>For temporary signs: Removal date</b>	
<b>Weight of sign in pounds</b>	
<b>Will there be a structural frame to attach sign to wall?</b>	Yes      No
<b>Total height above grade to TOP of the sign structure</b>	
<b>Total height above grade to BOTTOM of the sign structure</b>	
<b>Sign length (feet and inches)</b>	
<b>Sign height (feet and inches)</b>	
<b>Area of sign in square feet</b>	
<b>Is an electrical permit required?</b>	Yes      No

## Notices

**Inspections required:** Approved city inspections must be completed before the work performed is enclosed.

## Existing sign information

If there are existing signs at the job site address, complete this information for each sign.

Sign number	Size in square feet	Type of sign (e.g. Wall, roof, etc.)

## Terms and conditions

**Correct information:** I hereby certify 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.

**Copyright release for government entities:** I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

**Indemnity:** I, the permit applicant, shall indemnify, defend and hold harmless the City of Salem, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

**Owner permission:** I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

**Electronic signature certification:** By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials): \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Not using Internet Explorer?**

Save the file to your computer and email to [planning@cityofsalem.net](mailto:planning@cityofsalem.net).