

(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

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

Street address of work site			
Liberty street or plaza	Liberty pole (106872)	Liberty Parkade (106589)	
Type of Sign	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*)		
(*A new application is required for each renewal requested.)			
Type of Work	Erect	Relocate on site	Alter or enlarge
	Paint	Structural face change	Remove for repair
Project description			

People information

	Same as Applicant?	Name	Full Mailing Address	Phone Number and Email address
Applicant (person responsible for the permit)				
Property owner	Yes No			
Contact (person receiving correspondence)	Yes No			
Contractor (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

Review of plans and documents checklist	I have downloaded and reviewed the plans and documents checklist (Initials) _____
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Project information

For temporary signs: Install date	
For temporary signs: Removal date	
Weight of sign in pounds	
Total height above grade to TOP of the sign structure	
Total height above grade to BOTTOM of the sign structure	
How far does the sign project off the face of the wall or above the roof?	
Sign length (feet and inches)	
Sign height (feet and inches)	
Area of sign in square feet	
Is the sign illuminated	Yes No
Project valuation	

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.