



**CITY OF NEWPORT**  
 Community Development Dept.  
 169 SW Coast Hwy  
 Newport, OR 97365  
 (541) 574-0629  
 (541)574-0644 Fax  
 INSP: [BuildingPermits.Oregon.gov](http://BuildingPermits.Oregon.gov)  
 or phone: 1-888-299-2821

**Work Type:** (check those that apply)

|                                           |                                                 |
|-------------------------------------------|-------------------------------------------------|
| <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      |

**Office Use Only**

Permit #:

Parent Permit Applicable?  Yes  No

Parent #:

**SIGN PERMIT APPLICATION**

Applications may be obtained online at:  
[www.newportoregon.gov/business/formsAppsPermits.asp](http://www.newportoregon.gov/business/formsAppsPermits.asp)

Application **MUST** be complete for processing, or will be returned

**1. Job Information (where work is taking place)**

Job Site Address: \_\_\_\_\_  
 Name of Property Owner: \_\_\_\_\_  
 Full Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_  
 Full Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

Check if same as Applicant

Name of Contractor: \_\_\_\_\_  
 Full Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 CCB # (req'd): \_\_\_\_\_  
 City Business Lic. (req'd): \_\_\_\_\_

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

Name of Point of Contact: \_\_\_\_\_  
 Full Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

**5. Full Description of Work Proposed:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. To be completed by Applicant: PROPOSED SIGN INFORMATION**

**Type of Sign:** (check those that apply)

|                                                                                                           |                                                  |                                     |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Wall                                                                             | <input type="checkbox"/> Freestanding            | <input type="checkbox"/> Projecting |
| <input type="checkbox"/> Roof                                                                             | <input type="checkbox"/> Electronic Message Sign |                                     |
| <input type="checkbox"/> Temporary sign on private property                                               |                                                  |                                     |
| <input type="checkbox"/> Temporary sign in public right-of-way (proof of liability insurance is required) |                                                  |                                     |

**7. Proposed Sign Information:**

Total height. . .  
 Above grade to top of sign: \_\_\_\_\_  
 Sign Length (feet & inches): \_\_\_\_\_  
 Sign Height (feet & inches): \_\_\_\_\_  
 Face of sign in square feet: \_\_\_\_\_  
 Construction materials: \_\_\_\_\_  
 \_\_\_\_\_  
 Electrical permit required?  Yes  No  
 Type of illumination: \_\_\_\_\_

**8. Existing Sign Information (req'd 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 hereby certify I have read & examined this application & know the same to be true & correct. All provisions of laws & ordinances governing this type of work will be complied with whether specified herein or not.**

**Copyright Release:** I hereby grant permission to the City of Newport to replicate, scan & post to the internet, in whole or part, drawings & 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, & legal functions, including sharing of information with other government entities & members of the general public.

Authorized signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT FEES:**

- For the erection, placement, replacement, or relocation of a sign, a fee of **\$153**. A supplemental fee of **\$130** shall be charged for the initial permit for a mural sign that exceeds the maximum permissible size for a wall sign in the same location. (Nonprofit organizations are exempt from the supplemental fee for a mural sign.)
- For the repair of an existing sign and/or its supporting structure, no fee.
- For demolition or removal of an existing sign and/or its supporting structure, a fee of **\$12**.
- For temporary signs placed in the right-of-way, a fee of **\$37** per sign for the first sign & **\$12** per sign for each add'l sign. (Nonprofit organizations are exempt from this fee.)
- For portable signs placed in the right-of-way adjacent to applicant's business, a fee of **\$37** per sign per application for the first sign & a fee of **\$12** per sign for each add'l sign. Also, a fee for use of the right-of-way of **\$25** per month per sign with a maximum of **\$100** per calendar year shall be charged. (Nonprofit organizations are exempt from either fee in this section.)

For temporary signs, provide a list below of approximate locations of proposed signs.

**(IF SIGNS ARE TO BE LOCATED IN PUBLIC RIGHTS-OF-WAY, ALSO PROVIDE PROOF OF LIABILITY INSURANCE FOR YOUR BUSINESS OR ORGANIZATION.)**

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**Drawings required to be submitted with application include:**

1. One copy of Plot Plan & Civil Drawings – drawn to scale which includes the following:
  - a. North arrow, scale, property lines with dimensions, setbacks from property lines, names of street frontages;
  - b. Layout of buildings, driveways, sidewalks;
  - c. Other applicable structures & features of the property;
2. One copy of all other applicable drawings, calculations, documents, & information;
3. Foundation plan for freestanding sign;
4. Complete sign sections;
5. Construction details (i.e. sign attachments, weight of sign, wall section);
6. Engineering for special condition – expiration date of engineering stamp must be shown.

**FOR SIGNS INVOLVING ANY STRUCTURAL WORK, A STRUCTURAL PERMIT IS ALSO REQUIRED.**