



CITY OF NEWPORT
 Community Development Dept.
 169 SW Coast Hwy
 Newport, OR 97365
 (541) 574-0629
 (541)574-0644 Fax
 INSP: 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

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 (<i>proof of liability insurance is required</i>)		

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 **\$143**. A supplemental fee of **\$121** 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 **\$11**.
- For temporary signs placed in the right-of-way, a fee of **\$35** per sign for the first sign & **\$11** 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 **\$35** per sign per application for the first sign & a fee of **\$11** 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.)

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.