



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

## 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)

☐ Wall
☐ Freestanding
☐ Projecting

☐ Roof
☐ Electronic Message Sign

☐ Temporary sign on private property
☐ Temporary sign in public right-of-way (*proof of liability insurance is required*)

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

☐ Erect
☐ Relocate on Site

☐ Alter or Enlarge
☐ Structural Face Change

☐ Paint
☐ Remove for Repair

**Office Use Only**

**Permit #:**

Parent Permit Applicable? ☐ Yes ☐ No

Parent #:

### 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:

**1.** For the erection, placement, replacement, or relocation of a sign, a fee of **\$165**. A supplemental fee of **\$140** 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.)

**2.** For the repair of an existing sign and/or its supporting structure, no fee.

**3.** For demolition or removal of an existing sign and/or its supporting structure, a fee of **\$15**.

**4.** For temporary signs placed in the right-of-way, a fee of **\$40** per sign for the first sign & **\$15** per sign for each add'l sign. (Nonprofit organizations are exempt from this fee.)

**5.** For portable signs placed in the right-of-way adjacent to applicant's business, a fee of **\$40** per sign per application for the first sign & a fee of **\$15** 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.**