**CITY OF COOS BAY**  
Public Works & Community Development Department  
500 Central Avenue, Coos Bay, Oregon 97420  
Phone 541-269-8918 Fax 541-269-8916

**SIGN PERMIT**

**APPLICANT/AGENT** shall provide the following information: (Please Print)

1. ___________________________________________________________________________________________
   
   Job Address (where sign will be located) | Lot/Parcel # | Current Zoning

2. ___________________________________________________________________________________________
   
   Applicant | Address | Phone | Email
   
   □ Check if Applicant is Property Owner

3. ___________________________________________________________________________________________
   
   Property Owner (if different) | Address | Phone | Email

4. Property Street Frontage ______ OR Building Frontage ______

5. Proposed Improvement:  
   [ ] New  [ ] Addition  [ ] Alteration  [ ] Wall Sign(s)

6. Type of Sign:  
   [ ] Freestanding  [ ] Marquee/Awning  [ ] Off-premise  [ ] Projecting  [ ] Portable

7. Details of Construction:  
   Horizontal dimension ______ Vertical dimension ______ Total area _________
   
   Height to bottom of sign above grade ______ Height at top of sign ______
   
   Projection beyond property line ______ Setback from property line ______

8. Illumination:  
   [ ] None  [ ] Interior  [ ] Exterior Lamps
   
   [ ] Neon  [ ] Illuminated  [ ] Flashing, moving or animated
   
   Testing lab ___________________________ ID# __________

9. ___________________________________________________________________________________________
   
   Contractor | Address | Phone | Email
   
   Contractor Only: ____________ I certify I am registered with the CCB and my registration is in full force.  
   
   CCB#  
   
   Contractor’s Initials

10. ___________________________________________________________________________________________
    
    Architect/Engineer | Address | Phone | Email

11. Estimated Job Value (including materials and labor) $__________

12. The following information is required at the time of submittal:
   
   [ ] PLOT PLAN showing location, dimension and type of ALL signs (proposed and existing), building and lot frontage along all street frontages, and the proposed sign’s distance from the property lines, vehicular access and pedestrian walkways.
   
   [ ] SKETCH OR PHOTO of the advertising copy on the proposed sign.
   
   [ ] STRUCTURAL ELEMENTS of the sign including a dimensional diagram of the footing(s). The building inspector may also require wind load calculations and/or engineered design.
   
   [ ] RIGHT OF WAY USE PERMIT APPLICATION – Required if any portion of the sign projects over or is placed in the public right of way.

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Per City of Coos Bay Resolution 17-03, a 5% Technology Fee will be assessed on all permit and plan review fees.

**NOTICE:** The issuance of a sign permit by the City does not ensure compliance with state requirements. You are encouraged to contact the State Highway Department before applying for a permit to install signs which face, project over or are located within a State Highway right of way.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that 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. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

______________________________
SIGNATURE of OWNER / AUTHORIZED AGENT

______________________________
DATE

______________________________
PRINT NAME