

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 _____

Signs which project into or are placed in the public right of way require an approved "Right of Way Use" permit.

For portable or sandwich-board signs, the owner of the business the sign advertises must ensure the sign is properly anchored to prevent movement. The business owner is responsible for any injury or damage caused by the sign.

Coos Bay design parameters: wind speed 95 mph (3-second gust), snow load 25 psf, frost depth 12"

8. Illumination: None Interior Exterior Lamps
 Neon Illuminated Flashing, moving or animated
Testing lab _____ ID# _____

An electrical permit is required from State Building Codes if an electrical installation is made. Electrical permit verification must be submitted to the City of Coos Bay PRIOR TO FINAL INSPECTION.

9. _____
Contractor CCB# Address Phone Email

Contractor Only: I certify I am registered with the CCB and my registration is in full force. 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.

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

PERMIT FEE CALCULATION	
Job Valuation	\$ _____
Permit Fee	\$ _____
12% Surcharge	\$ _____
Plan Check Fee	\$ _____
TOTAL	\$ _____