



APPLICATION FOR SIGN INSTALLATION

Building Division
 Community Development Center
 231 NE 5th Street, McMinnville, OR 97128
 (503) 434-7314 ♦ Fax (503) 474-4955

This permit is issued under OAR 918-460-0030.
 Permits expire if work is not started within 180 days
 of issuance or if work is suspended for 180 days.

Applications may be obtained online at:
www.ci.mcminnville.or.us

1. Job Site Location:

Address: _____

2. Property Owner:

Name: _____

Mailing Address: _____

City/State/Zip: _____

3. Applicant:

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone No.: _____

Signature: _____

4. General Contractor Information:

Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone No.: _____

CCB License No.: _____

Print Name: _____

Signature: _____

Office Use Only	
Permit No.:	_____
Date Received:	_____

CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	
<input type="checkbox"/> New	<input type="checkbox"/> Pole	<input type="checkbox"/> Monument
<input type="checkbox"/> Addition	<input type="checkbox"/> Sign Cabinet	

SIGN INFORMATION
Job Description:

Permit fees are based on the value of the work performed. Indicate the value (round to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation: \$ _____

Number of Proposed Sign: _____

Area/Height of Proposed Sign: _____

Name of Business/Complex: _____

Electronic Changeable Copy Display: Yes No

Site/Complex Frontage: _____ ft

EXISTING SIGN INFORMATION

Please list all existing freestanding and projecting signs on site.

Sign No.	Height (ft)	Size (Sq Ft)	Type

ELECTRONIC CHANGEABLE COPY SIGNS

Area of Animated Portion: _____ sq ft

Type of Animation: _____

Number of Lines: _____

Number of Characters per Line: _____

NOTE: Only one electric changeable copy sign is permitted per site or multi-tenant complex.

PROPERTY OWNER INFORMATION

This installation is being made on commercial or industrial property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701-010.

Signature: _____

SIGN PERMIT REQUIRED
<ul style="list-style-type: none"> • Permanent freestanding signs/signs projecting more than 12 inches from a building face. • All electronic changeable copy signs. • Any sign within the McMinnville Downtown Historical District or within a Planned Development Overlay that regulates signage.

**REQUIRED INFORMATION FOR NEW SIGN
INSTALLATION/RELOCATION**

The following is a list of information required for Commercial Sign Installations/Relocations:

_____ Submit 3 site plans (8 ½ x 11)

Indicate scale, setback of proposed sign(s) from property lines and street curb, topographical elevations (including all corners), easements or street widths to adjoining property lines, complete address or street, north direction arrow, lot dimensions, and locations, type, and dimensions of any existing freestanding or projecting sign(s) on the lot or multi-tenant complex. Location and extend of fill on the lot must also be noted.

_____ Submit 2 complete sets of construction drawings.

_____ Sign Elevations Drawings: Indicate scale, lighting design, height, and dimensions per sign (may be included with construction drawings.) This should be indicated on each type of drawing.

_____ Construction Drawings: Scale, footing details, height of sign from finished grade to the bottom of the sign, method of attachment, and engineering is required if the sign is over 8 feet high.

NOTE: When increasing the size of an existing sign, engineering may be required to verify whether the existing footing is adequate.

_____ All signs with electricity must obtain an Electrical Permit from the Yamhill County Electrical Department at (503) 434-7516.