



Building Division

231 NE 5th St, McMinnville, OR 97128
Office: (503) 434-7314 Fax: (503) 474-4955
www.ci.mcminnville.or.us

Planning Department

231 NE 5th St, McMinnville, OR 97128
Office: (503) 434-7311 Fax: (503) 474-4955
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SIGN PERMIT INFORMATION

McMinnville signs are governed by the McMinnville Zoning Ordinance (No. 3380), the Oregon Structural Specialty Code, the Three-Mile Lane Planned Development Overlay, the McMinnville Historic Resources Ordinance (No. 4401), and other miscellaneous Planned Development Overlay Ordinances. This handout is provided to assist sign installers and business owners through the sign permit application, review, and inspection process. Applicants are strongly encouraged to contact the Building Division and Planning Department to discuss their specific sign needs to determine what, if any, permits or approvals may be required.

When Are Approvals or Permits Required?

Building permit or Planning Department approval is required for the following:

- All freestanding and electronic changeable copy signs.
- Projecting or hanging-mounted signs that overhang or protrude from the building facade.
- Any sign proposed for placement within the McMinnville Downtown District as outlined in Chapter 17.59 of the zoning ordinance.
- Any sign proposed for placement within a Planned Development zoned area, which specific sign regulations have been adopted. Information is available from the Planning Department as to whether a particular parcel of land is subject to specific sign regulations of a Planned Development.

Note: All signs with electricity (either directly or indirectly illuminated) must obtain an electrical permit from the Yamhill County Building Department at (503) 434-7516.

A building permit is not required for the following:

- Wall-mounted sign(s) flush with the building, window signs, or canopy signs (provided the building is located outside the downtown area or a Planned Development Overlay that regulates wall signs). Electronic Changeable copy signs do require Planning Department approval.
- The total size of wall-mount signage may be regulated by the Planned Development Overlay, ordinances, or the Downtown Design Standards and Guidelines ordinance (even though a building permit is not required). Please contact the Planning Department for further information.

Permit Application

Applications must be made to the Building Division for review and approval, prior to installation. At time of submittal please provide the value of construction for the project, two complete sets of construction drawings and calculations, three plot plans, and the Sign Permit Application. Plan review fee will be due at time of application – no submittals will be accepted prior to payment. Processing time from date of application is approximately three to four weeks.

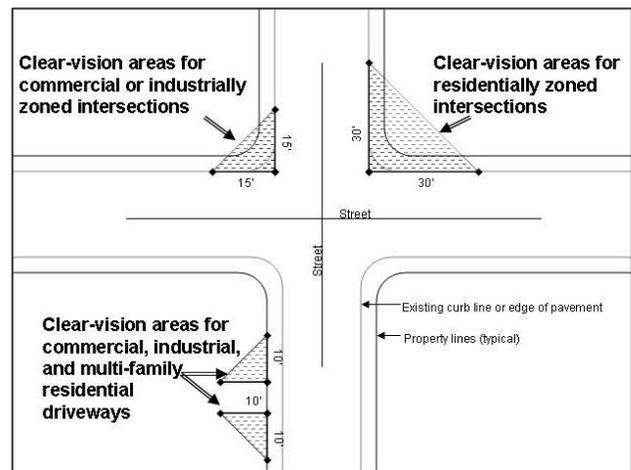
Additional Permanent Sign Location Restrictions

- Any sign to be located along an arterial street is required to place the leading edge of the sign (facing the right-of-way) a minimum of five feet back from the abutting property line.

Note: Arterial streets include: Adams Street, Baker Street, Highway 99W, Westside Road, Baker Creek Road, Three Mile Lane, Highway 18, Old Sheridan Road, Hill Road, Lafayette Avenue, and Johnson Street between Third Street and Lafayette Avenue.

- Except for structural support poles, sign materials may not exist between the height of two and a-half and eight feet, within a clear vision area.

Note: A clear vision zone is the triangular area on a lot at the intersection of two streets, a street and a railroad, a street and a driveway, or a street and an alley. Two sides of the triangle are lines measured from the corner intersection of the curb lines for a distance determined by the nature of the intersection. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the curb lines at intersections have rounded corners, the curb lines are extended in a straight line to a point of intersection. Where no curb exists, the edge of pavement is substituted for the curb line.



Inspections Required

If a building permit was required to install a sign you must obtain the appropriate inspections.

The following inspections are required (generally):

- A footing inspection (when applicable) is required prior to pouring concrete.
- Attachment/connection to structure.
- An electrical inspection must be performed by the Yamhill County Building Department prior to our final inspection (for projects with electricity).

Note: You must obtain your electrical inspection prior to requesting a final inspection for our office.

- After obtaining all of the required inspections, please contact our office for final inspection.

For additional information, please contact either the Building Division or Planning Department at the above noted numbers.



SIGN PERMIT APPLICATION

Community Development Center
 231 NE 5th Street, McMinnville Oregon 97128
 Building (503) 434-7314
 Planning (503) 434- 311
 Fax (503) 474-4955 www.ci.mcminnville.or.us

Applicant/Owner Information

Name of Applicant _____
 Phone _____
 Address _____
 Email _____
 Applicant is: Property Owner Business Owner
 Sign Contractor Other (specify) _____

Name of Property Owner _____
 Phone _____
 Address _____
 Email _____

Sign Contractor _____
 Phone _____
 Address _____
 Email _____
 Sign Manufacturer _____
 Business Advertised _____

Job Site Location & Information

Property/Business Address _____
 Assessor Map Number R4 - - _____
 Zoning Designation _____
 Name of business complex, or other businesses on site: _____
 Site/Complex Frontage _____ ft

Existing sign information (required). Please list all existing freestanding and projecting signs.			
Sign #	Ht (ft)	Size (sq ft)	Type

Proposed Sign(s):

Type of proposed sign(s) _____
 Number of proposed sign(s) _____
 Area/height of proposed sign(s) _____

Will any proposed sign(s) include an electronic changeably copy display? Yes No

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

Electronic Changeable Copy Signs (if applicable):

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.

Building Permit Required: Yes _____ No _____
The Building Permit is issued under OAR 918-460-0030. Permit expires if work is not started within 180 days of issuance or if work is suspended for 180 days.

Fee Schedule:

Total Building Valuation: \$ _____

Sign Permits Required:

- Permanent freestanding signs and signs that project 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.

Note: All signs with electricity must obtain an electrical permit from the Yamhill County Building Department at (503) 434-7516.

Required Information for New Sign Installation/Relocation:

Attach accurate plot plans and scaled drawings indicating all required information:

Site Plans: 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 location, type, and dimensions of any existing freestanding or projecting sign(s) on the lot or multi-tenant complex. Location and extent of fill on the lot must also be noted. Submit three site plans.

Sign Elevation Drawings: Indicate scale, lighting, design, height, and dimensions per sign (may be included with construction drawings). Submit two sets of elevation drawings.

Construction Drawings: Scale, footing details, height of sign from finished grade to the bottom of the sign, method of attachment, and engineering if the sign is over eight feet high. Submit two sets of construction drawings.

Note: When increasing the size of an existing sign, engineering may be required to verify existing footings are adequate.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

Property Owner's Signature _____ Date _____