



**CITY OF McMINNVILLE**  
**Community Development Department**  
Website: <http://www.ci.mcminnville.or.us>

**BUILDING DIVISION**

231 NE 5<sup>th</sup> Street, McMinnville, OR 97128  
Office: 503) 434-7314 FAX: 503) 474-4955  
24-Hour Inspection Request Line: 503) 434-7542

**PLANNING DEPARTMENT**

231 NE 5th Street, McMinnville, OR 97128  
Office: 503) 434-7311 FAX: 503) 474-4955  
Website: <http://www.ci.mcminnville.or.us>

**SIGN PERMIT**

Within McMinnville signs are governed by the McMinnville Zoning Ordinance (No. 3380), the Oregon Structural Specialty Code, the Three-Mile Lane Planned Development Overlay, miscellaneous other Planned Development Overlay Ordinances, and the McMinnville Historic Resources Ordinance (No. 4401). The information contained in 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?**

Please note the general requirements for the following types of signs:

**A Building Permit or Planning Department approval is REQUIRED for the following:**

- Pole (Free-Standing) and Monument Signs. Please note that pole signs are limited to 30 feet in height, and a sign face area of no more than 150 square feet. Additional restrictions apply in the downtown area, and within some commercial planned developments.
- Political Signs: Permits are required for placement of political signs in residential areas of the city. *All political signs must be placed outside the public right-of-way.* Please contact the Planning Department for additional information.
- “Flag”-mounted signs that overhang or protrude from the building facade.
- Any sign proposed for placement within the McMinnville Downtown National Historic District.
- “Portable” Signs (A-frame type, sandwich boards, or plastic cabinet signs mounted to wheels) do not require a building permit. Placement must comply, however, with the attached Clear Vision Zone diagram and also with Section 17.54.135 of the zoning ordinance. Also, refer to “Sign Location Restrictions” below.

- Any sign proposed for placement within an area zoned “Planned Development” (PD) and for 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”.

**A Building Permit is NOT REQUIRED for the following:**

- Wall-mounted sign(s) mounted flush with the building (provided the building is located outside the downtown area). Although not requiring a building permit, the total size of wall-mount signage may be regulated by Planned Development Overlay, ordinances, or the Downtown Design Standards and Guidelines ordinance. Please contact the Planning Department for further information.

**Note:** All signs with electricity provided (either directly or indirectly illuminated) must obtain an electrical permit from the Yamhill County Building Division at 401 NE Evans Street, McMinnville, (503) 434-7516.

**PERMIT APPLICATION:** Application must be made in person to the Building Division. *Attached is a list of information that must be submitted at the time of application.* Please provide the value of construction for the project as well. The plan review fee is due at the time of application--no submittals will be accepted prior to payment. Sign permits must be approved by various City departments prior to release. As a result, processing time from date of application is approximately three to four weeks.

**ADDITIONAL 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. 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 2 ½ feet and 8 feet within a clear vision area.** A clear vision zone, or “vision area” means 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 (see typical intersections as illustrated below). 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:** ALL signs requiring a building permit must have the appropriate inspections. The following inspections are generally required:

- A footing inspection (when applicable) is required prior to placing concrete.
- Attachment/connection to structure.
- For those projects with electricity, an electrical final inspection must be performed by Yamhill County. *Please note that you must obtain your electrical final inspection PRIOR TO REQUESTING A FINAL INSPECTION FROM OUR OFFICE.*
- Final Inspection: After obtaining all of the required inspections, please contact our office for final inspection.

For additional information, please do not hesitate to contact either the Building Division or Planning Department at the numbers noted above.