



Sign Permit Application

SIGN LOCATION

Business or Tenant Name: _____

Address: _____ Planning District: _____

Major Commercial Center: _____ ☐ N/A

APPLICANT/SIGN CONTRACTOR INFORMATION

Applicant/Sign Contractor Company: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

CCB License #: _____ Expiration Date: _____

Applicant Signature: _____ Date: _____

I hereby acknowledge that I have read this application and understand the requirements for approving and denying the application, that the information provided is correct, that I am the owner or authorized agent of the owner, and that plans submitted are in compliance with the City of Tualatin Development (TDC) and Municipal (TMC) Codes.

PROPERTY OWNER/DEED HOLDER INFORMATION (Attach list if more than one)

Name: _____

Mailing Address: _____

City/State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner Signature: _____ Date: _____

Power of attorney or letter of authorization required if application not signed by the property owner/deed holder.

SIGN DATA

PROJECT TYPE (check one)

- ☐ New Permanent Sign
- ☐ Structural Change to Existing Sign
- ☐ Sign Face Change
- ☐ Temporary Sign

DESIGN TYPE (check one)

- ☐ Monument (freestanding)
- ☐ Pole (freestanding)
- ☐ Wall
- ☐ Other _____

ILLUMINATION TYPE

- ☐ Direct
- ☐ Indirect
- ☐ Internal
- ☐ Halo
- ☐ N/A

ILLUMINATION SOURCE

- ☐ Fluorescent
- ☐ Incandescent
- ☐ LED
- ☐ Neon
- ☐ N/A

Value of Sign: \$ _____

Building Permit Application Attached ☐ Yes ☐ No

FOR STAFF USE ONLY

Case No.: _____
Application Received:
By: _____ Date: _____
Fee Amount \$: _____
Fee Received:
By: _____ Date: _____

FREESTANDING SIGNS

☐ Monument ☐ Pole ☐ Other _____

Are there any existing signs on the property? ☐ Yes ☐ No **If yes, add to site plan**

Street Frontage (name): _____ Distance from property line along street _____ feet

No. of Sign Faces: _____ Direction of Sign Face(s): ☐ N ☐ E ☐ NE ☐ NW
☐ S ☐ W ☐ SW ☐ SE

Total Height of Sign above Grade: _____ feet Sign Depth: _____ feet/inches

Height of Sign Face*: _____ feet **[use dimension of largest sign face]**

Width of Sign Face*: _____ feet **[use dimension of largest sign face]**

Area of Sign Face: _____ square feet

WALL SIGNS

☐ Wall ☐ Other _____

Are there any existing signs on the property? ☐ Yes ☐ No **If yes, include in photos and add to elevation plan**

Is the proposed sign within the sign band? ☐ Yes ☐ No **If no, reason?** _____

Direction of Building Elevation: ☐ N ☐ E ☐ NE ☐ NW
☐ S ☐ W ☐ SW ☐ SE

Height of Building Elevation: _____ feet

Width of Building Elevation: _____ feet **[tenants: use leased area width]**

Area of Building Elevation: _____ feet

Height of Sign Face: _____ feet **[use maximum top to bottom]**

Width of Sign Face: _____ feet

Area of Sign Face: _____ square feet

Sign Area is _____ percent of Building Elevation Area

Sign Weight: _____ lbs Sign Depth: _____ feet/inches

PROJECTING SIGNS

☐ Shingle ☐ Blade ☐ Awning ☐ Canopy ☐ Marquee ☐ Other _____

Are there any existing signs on the property? ☐ Yes ☐ No **If yes, include in photos and add to elevation plan**

No. of Sign Faces: _____ Direction of Sign Face(s): ☐ N ☐ E ☐ NE ☐ NW

Sign Weight: _____ lbs ☐ S ☐ W ☐ SW ☐ SE

Clearance from grade to bottom of sign: _____ feet Sign Depth: _____ feet/inches

Height of Sign Face(s): _____ feet **[use dimension of largest sign face]**

Width of Sign Face(s): _____ feet **[use dimension of largest sign face]**

Area of Sign Face(s): _____ square feet

Area of Awning/Canopy/Marquee _____ square feet ☐ N/A

Sign Area is _____ percent of Awning/Canopy/Marquee ☐ N/A

TEMPORARY SIGNS

☐ Banner ☐ Construction/Public Facility Utility Sign ☐ Other Street

Frontage (name): _____

Duration: Start Date: _____ End Date: _____ Days: _____

Total Height of Sign above Grade: _____ feet

Height of Sign Face: _____ feet **[use dimension of largest sign face]**

Width of Sign Face: _____ feet **[use dimension of largest sign face]**

Area of Sign Face: _____ square feet

SIGN PERMIT APPLICATION INSTRUCTIONS AND REQUIREMENTS

REQUIRED SUBMITTAL ELEMENTS

Please submit all materials electronically through the following link:

<https://permits.ci.tualatin.or.us/eTrakit/>

- ☐ Completed and signed application form
- ☐ Property owner authorization via signed application form or letter of authorization
- ☐ Elevations drawn to scale with sign, wall, and building dimensions
- ☐ Site plan drawn to scale with north arrow and sign location (for freestanding signs, include dimensions from property line along public rights-of-way)
- ☐ Identify any existing signs on the subject property and include their dimensions and square footage
- ☐ Application fees

NOTES

- Please refer to Chapter 38 of the Tualatin Development Code (TDC) for information regarding sign standards.
- Zoning districts throughout the City have different sign standards. To find out which district a property is located in please refer to Tualatin's online map linked here:
<https://www.tualatinoregon.gov/maps/tualgis-maps-apps>
- This is an application for Planning Division review. A separate Building Permit application may be required based on the type of sign.
 - Please contact Building Division at 503-691-3044 or permits@tualatin.gov with any questions.
 - Sign(s) with any electrical components require permit(s) from Washington County Building Services 503-846-3470.