

## Sign Permit Application

City of Hood River Engineering Department 1200 18 <sup>th</sup> Street 211 2 <sup>nd</sup> Street Hood River, OR 97031	Phone: (541) 386-2383  Inspection Message Line:	Fax: (541) 387-5222  (541) 387-5201
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**Permit Fee: \$128.00**    Paid \_\_\_\_\_    Receipt No. \_\_\_\_\_    Permit Number \_\_\_\_\_

### SITE INFORMATION

Site Address: \_\_\_\_\_ Map & Tax Lot No. \_\_\_\_\_

### APPLICANT/ BUSINESS OWNER

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_ New: \_\_\_\_\_ Established: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

### PROPERTY OWNER

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### CONTRACTOR TO INSTALL SIGN

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Oregon Contractor's Registration No. \_\_\_\_\_

### PROPOSED SIGN DESCRIPTION:

- \_\_\_ \* Awning
  - \_\_\_ \* Free-standing sign
  - \_\_\_ \* Projecting sign
  - \_\_\_ \* Wall sign (flush-mounted)
  - \_\_\_ Sandwich board
  - \_\_\_ Temporary sign (not to exceed 90 days)
  - \_\_\_ Other \_\_\_\_\_
- \* Engineering calculations and plans stamped by an engineer licensed in the State of Oregon may be required. Please check with the City Building Department. Call (541) 387-5202.

Sign will be illuminated: \_\_\_ Yes \_\_\_ No    Illumination will be from \_\_\_ spotlights \_\_\_ interior  
*(Note: Electrical connections and supply circuits are to be made by a licensed electrical contractor subject to provisions of the State Electrical Code. Call (541) 386-1306 for more information.)*

Sign will be: \_\_\_ 1-sided \_\_\_ 2-sided

Sign will be: \_\_\_ new sign erected            \_\_\_ an old sign altered            \_\_\_ an old sign relocated

**On additional page(s), applicant must diagram each building face with dimensions showing:**

- 1. Proposed signs.**
- 2. All existing signs.**
- 3. Dimensions of signs.**
- 4. Size of attachments, fasteners, poles, footings, spacing, type of building material to which sign is attached.**

**Sign installation is to be completed within 180 days of the date permit is issued.**

**I hereby acknowledge that the information given is correct and that all work will be in conformance with the approved plans, applicable codes, conditions of approval and rules of the City of Hood River. I will call for required inspections.**

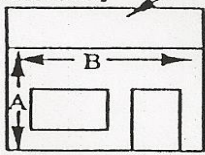
Applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

Property owner's signature: \_\_\_\_\_ Date \_\_\_\_\_

The following information must be provided before an application for a sign permit can be considered.  
 A free-standing sign will also require a site plan.  
 Provide diagrams of your business and each business sign, using the following guidelines.

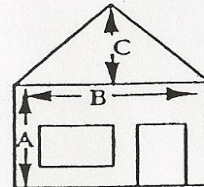
**1. Area of Face**

[Exclude gable and mansard roofs or false fronts.]



$A \times B = \text{Area of Face}$

[Exclude portions of building occupied by other businesses.]

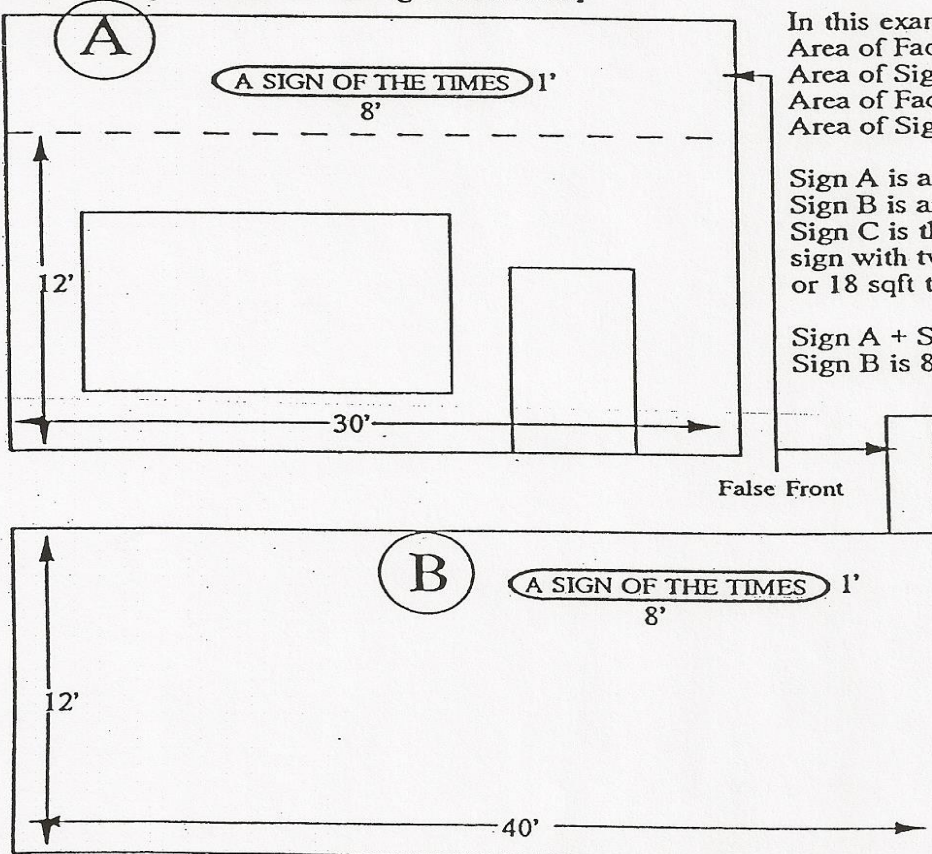


$(A \times B) + (1/2 B \times C) = \text{Area of Face}$

The total area of signs permitted your business by the sign code is 8% of the area of the business face.  
 $\text{Area of Face} \times .08 = \text{Maximum Area of Signs}$

**2. Area of Signs**

- a) Include diagrams of existing signs you intend to keep as well as the new signs for which you are applying.
- b) Identify a sign diagram existing or new, electric or not, and the type [wall, pole, etc.].
- c) Generally, a business can have 3 signs, no more than 2 on one face and no more than 1 free-standing.  
 [Refer to City of Hood River Sign Ordinance.]

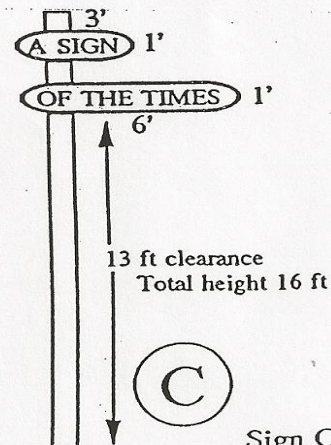


In this example:

Area of Face for the front =  $12 \times 30 = 360 \text{ sqft}$   
 Area of Signs for primary face =  $360 \times .08 = 28 \text{ sqft}$   
 Area of Face for the side =  $12 \times 40 = 480 \text{ sqft}$   
 Area of Signs for secondary face =  $480 \times .04 = 19 \text{ sqft}$

Sign A is an existing sign  $8 \times 1 = 8 \text{ sqft}$   
 Sign B is an existing sign  $8 \times 1 = 8 \text{ sqft}$   
 Sign C is the proposed new sign, a double-sided pole sign with two parts  $3 \times 1$  and  $6 \times 1$  totaling  $9 \text{ sqft/side}$  or  $18 \text{ sqft total}$

Sign A + Sign C is  $8 + 18 = 26 \text{ sqft} < 8\%$  of primary  
 Sign B is  $8 \text{ sqft}$  which is  $< 4\%$  of secondary face



Sign C would be OK.