



**City of The Dalles**  
**Community Development Department**

313 Court Street  
The Dalles, OR 97058  
(541) 296-5481, ext. 1125  
www.thedalles.org

**Office Hours -**

Mon, Tues, Wed, Fri: 8:00 am - 5:00 pm | Thurs: 8:00 am - Noon

Application #: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Deemed Complete: \_\_\_\_\_

Ready to Issue: \_\_\_\_\_

Date Issued: \_\_\_\_\_

## Sign Permit Application

**Applicant**

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

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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

**Installer Information**

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

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Oregon CCB License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Sign Information**

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

Type:  Freestanding  Projecting  Hanging  Flush

Principal  Secondary  Temporary

Illumination:  Direct  Indirect  UL #: \_\_\_\_\_

Horizontal Dimension: \_\_\_\_\_ Vertical Dimension: \_\_\_\_\_

Sign Area: \_\_\_\_\_ Building Frontage: \_\_\_\_\_ Street Frontage: \_\_\_\_\_

*Electrical connection and all supply circuits to be made by a licensed electrical contractor and subject to the provisions of the State Electrical Code. A structural permit is required for certain sign installations.*

**SIGN INSTALLATION TO BE COMPLETED WITHIN 120 DAYS AFTER PERMIT HAS BEEN ISSUED**

Signature of Applicant

Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**See Reverse Side >>>**

**Additional Application Requirements:**

- A scaled elevation drawing of your proposed sign complete with dimensions, location, and color scheme.
- A complete inventory of existing property sign(s) complete with dimensions and location(s).

*The purpose of a sign permit is to verify that the amount of signage requested does not exceed the amount of signage allowed. In order to do this, an inventory of existing signs is required. This includes signs for your business plus any other businesses that are at the same location. Signage is not based on the business, but on the building. Additionally, the ordinance makes distinctions based upon types of signage used. This is why the inventory must include information on sign type and location.*

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<b>Decision</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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Community Development Department

\_\_\_\_\_

Date