CITY OF HOOD RIVER

Sign Permit Application

Engineering Department: 1200 18th Street, Hood River, OR 97031 Phone: 541-387-5201

City of Hood River Sign Permitting

REQUIRED DOCUMENTS CHECKLIST FOR APPLICATION SUBMITTAL:

Along with this 3-page form, EVERY sign permit application must have a to-scale diagram with the following:

- ○ Proposed sign(s)
- ○ All existing signs present at the site
- ○ Dimensions of all signs (proposed and existing)
- ○ Dimensions of building face housing the proposed sign

***If your sign requires a Structural Building Permit please provide the following additional material:** (two copies of each)

- ○ Detailed site plan showing location(s) of new and existing signs, utilities, property lines, and easements
- ○ Complete construction plans showing elevations, sign size, heights above grade (top & bottom), poles, footing(s), spacing, material of sign, building attachment details, etc.
- ○ Demonstrate sign meets wind and seismic requirements, provide engineering if required

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

To schedule required inspections:

Engineering Inspection - Call: (541) 387-5201

Building Inspection - Online: BuildingPermits.Oregon.gov

Call: (541) 387-5211

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 _____

Please continue to the next page ->

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TYPE OF SIGN CONSTRUCTION		
___New	___Alteration	___Relocation
___1-Sided	___2-Sided	

TYPE OF SIGN		
___Awning*	___Free-Standing*	___Projecting*
___Wall Sign (flush)*	___Sandwich Board	___Temp (< 90 days)
Other:		

SIGN ILLUMINATION		
___Not Illuminated	___Spotlights	___Interior

SITE INFORMATION AND LOCATION		
Site address:		
City:	State:	Zip:
Map no.:	Lot no.:	

PROPERTY OWNER		
Name:		
Address:		
City:	State:	Zip:
Phone:		
E-mail:		
Signature:**	**Date:**	

CONTRACTOR		
Business name:		
Address:		
City:	State:	Zip:
Phone:		
E-mail:		
CCB license no.:		
Print name:		
Signature:**	**Date:**	

APPLICANT / BUSINESS OWNER		
Business Name:		
Business Owner:		
Type of Business:		
____New	____Established	
Business Address:		
City:	State:	Zip:
Phone:		
E-mail:		
Signature:**	**Date:**	

Permit Number: S-2026-_____

Required Information
Valuation of project: $
Number of proposed sign(s):
Proposed sign(s) total square footage:
Number of existing sign(s):
Existing sign(s) total square footage:
Area of face square footage:
All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 70 and may be required to be licensed in the jurisdiction in which work is being performed.
For Office Use Only:
Date Received by Engineering:

SIGN PERMIT AND RELATED FEES			
Engineering Review Fee			$166.00
Building Review Fee *			$
(a)Subtotal			$
Date Paid		**Receipt No.**	
Building Permit Fee *			$
State Surcharge (12% of BP Fee) *			$
Investigation Fee (Charged on a time & material basis)			$
Construction Excise Tax (1% of Valuation) *			$
Additional Plan Review Fee			$
Other			$
(b)Subtotal Building/SDC Fees			**$**
Date Paid			
Grand	**$**	**Receipt No.**	

*** Note: Required Structural Building Review, Permit, Fees and Supporting Documentation** (listed on next page)

**** Note: Electronic signatures and similar markings are recognized as a legal binding signature by the City of Hood River and the State of Oregon. ORS 84.001 to ORS 84.061**

All 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.

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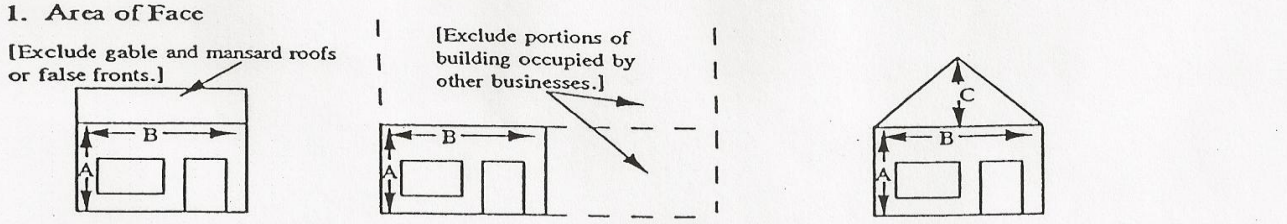
The following information must be provided before an application for a sign permit can be considered.
A free-standing sign will also require a site plan.
Provide diagrams of your business and each business sign, using the following guidelines.

1. Area of Face



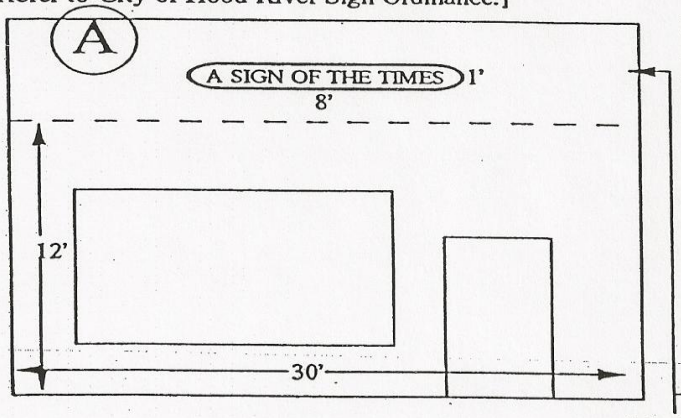
A x B = Area of Face

(A x B) + (1/2 B x C) = Area of Face

The total area of signs permitted your business by the sign code is 8% of the area of the business face.
Area of Face x .08 = Maximum Area of Signs

2. Area of Signs

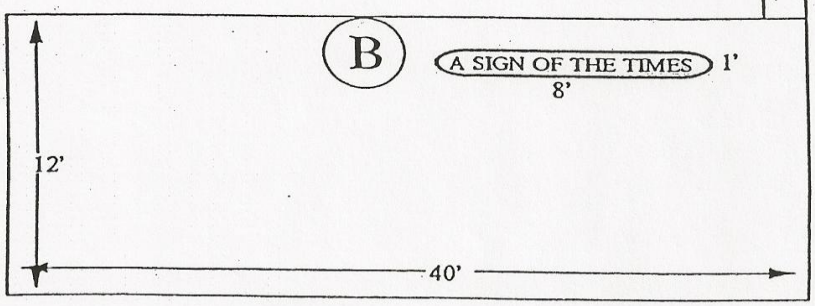
a) Include diagrams of existing signs you intend to keep as well as the new signs for which you are applying.
b) Indentify a sign diagram existing or new, electric or not, and the type [wall, pole, etc.].
c) Generally, a business can have 3 signs, no more than 2 on one face and no more than 1 free-standing.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

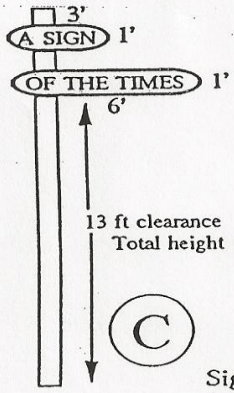


In this example:
Area of Face for the front = 12 x 30 = 360 sqft
Area of Signs for primary face = 360 x .08 = 28 sqft
Area of Face for the side = 12 x 40 = 480 sqft
Area of Signs for secondary face = 480 x .04 = 19 sqft

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

Sign A + Sign C is 8 + 18 = 26 sqft < 8% of primary
Sign B is 8 sqft which is < 4% of secondary face





Sign C would be OK.