



SIGN PERMIT

City of Independence
 555 S. Main St. / P.O. Box 7
 Independence, OR 97351
 Phone 503-838-1212 / Fax 503-606-3282
 Inspection Line 503-837-1199 (Mon-Thur)
 permits@ci.independence.or.us

OFFICE USE ONLY	
Permit #:	Permit Fee: \$
Date Received:	Building Permit Fee: 13.00
Date Issued:	Surcharge (12%):
Received By:	Total: \$
Issued By:	

SIGN DETAILS

Request to: Erect Alter Relocate Sign(s)

Business Name:

Address:

BUSINESS OWNER/APPLICANT

Name:

Mailing Address:

City:

State:

Zip:

Phone:

Cell:

Email:

CONTRACTOR

Name:

CCB #:

Phone:

Cell:

Email:

SIGN DETAILS

Type of Sign(s) (i.e. projecting, freestanding, wall):

Sign Material:

Is the Sign in the Historic District? Yes No (If yes, Historic Preservation Commission approval may be required)

Horizontal Dimension:

Height (Above Ground) to Top:

Vertical Dimension:

Height (Above Ground) to Bottom:

Sign Area:

Illumination:

UL#:

REQUIRED SUBMITTALS

- A photo or drawing showing the location of the proposed sign(s).
- A photo or drawing showing the design of the proposed sign(s).
- A description of:
 1. The method used to attach the sign(s) to the ground or a building, including all relevant structural requirements to ensure the stability of the signs.
 2. Details associated with any illumination or electrification of the sign. Please note: electrical connection and all supply circuits require a permit through Polk County.
- Written consent from the property owners where the use will be located, if not the applicant.
- Sign Permit fee.
 - 0-35 SF (\$75 + permit fee) 36-60 SF (\$103+ permit fee) 61-100 SF (\$173 + permit fee) 101-150 SF (\$213+ permit fee)

SIGNATURE

I certify that the information submitted is true, and I have read the standards of this application.

Authorized Signature: _____ Date: _____

Print Name: _____