

General information

Signs provide display for certain sites and activities and are visible from off the property. A sign permit is required for any sign that will be on the property for more than 90 days.

There are different types of signs, but the most common are the following:

- A *freestanding sign* is on a frame, pole, or other support structure and not attached to any building.
- A *wall sign* is attached to a building's exterior wall.

Code

Standards for Signs are found in **Appendix 6.000** of the Gresham Community Development Code (GCDC).

Timeline



Application materials submitted

Application review

Decision made

The application will either be approved or denied.



Application materials

- Non-refundable fee. *Contact the Permit Center for amount.*
- A completed sign permit **application**.
- Two copies of **sign drawings** showing:
 - Sign dimensions
 - Materials
 - Attachment details
 - Footing and calculations (if freestanding)
 - Electrical permit # (if illuminated)
- Two copies of a **site plan** showing location of:
 - Signs (existing)
 - Signs (new) labeled with sign #
 - Property lines
 - Access points
- Two copies of **engineering drawings** for any freestanding signs over 6 feet.
- Authorization signature from the **property owner**.

Tips

*How to measure sign dimensions**

- For signs in frames/cabinets, the area is based on the outer dimensions of the frame or cabinet around the sign.
- For signs without a frame, the area of the base material will be measured.
- When a sign has individual pieces attached to a wall, it is determined by an area drawn around all the pieces.

How to measure wall dimensions

- For buildings with multiple businesses, provide the measurements for the leased space.

**See Section A6.020 for additional information.*

SITE INFORMATION					Office use only:				
Site street address/location					Project #				
					Land use district				
City, state, ZIP		Assessor's R# (9 digits)			Code section <input type="checkbox"/> A6.090 <input type="checkbox"/> A6.100 <input type="checkbox"/> A6.110				
					<input type="checkbox"/> Owner authorization included on application or separate document				
APPLICANT INFORMATION									
Name of applicant		Name of firm			Contractor CCB#				
Mailing address		City, state, ZIP			Contractor signature (dated)				
Phone		Email			Property owner signature (dated)				
SIGN DESCRIPTION									
Which of the following best describes the proposed work? <input type="checkbox"/> New sign <input type="checkbox"/> Replacement sign <input type="checkbox"/> Addition/alteration to existing sign					<i>For additions/alterations:</i> Existing sign area: _____ square feet New sign area: _____ square feet				
Sign #*	Sign type	Sign height (feet)	Sign width (feet)	Sign area	Sign weight (s)	Wall height (feet)	Wall width (feet)	Wall area	Frontage (feet)
	Wall								
	Freestanding								
	Other								
Is the sign illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No *Number signs and include them on site plan. If yes, electrical permit #:									
APPROVAL									
Planning approval				Building approval			Date		