



# Sign Permit Application

## Dallas Planning Department

### Development Code Type 1 Review

**Official Use Only:**  
File No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fee: \_\_\_\_\_  PAID

A SIGN PERMIT is required to erect, construct, attach, relocate or structurally alter a permanent sign, unless specifically exempted by Dallas Development Code (DDC) Section 3.6.040. Examples of signs that do not require a sign permit include, but are not limited to: temporary signs, mounted signs that protrude less than 12 inches, political signs, and real estate signs. Signs that do not require a permit are subject to applicable sign code requirements found in DDC Chapter 3.6. For more information on sign code requirements, please contact the Dallas Planning Department at 503.831.3571. In certain instances a building permit may be required prior to the installation of the sign to ensure the sign complies with the State of Oregon Structural Specialty Code.

### Section 1 – Applicant Information

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 2 – Property Owner Information

Property Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 3 – Project Description

Describe your project:  
\_\_\_\_\_  
\_\_\_\_\_  
Site Address: \_\_\_\_\_ Zoning: \_\_\_\_\_ Street Frontage Length: \_\_\_\_\_ ft.  
Present Use of Property: \_\_\_\_\_

### Section 4 – Signatures Required

I hereby certify that I have provided the information required in Section 6 of this form, and to my knowledge the provided information is true and correct. All work to be performed shall be in accordance with all governing laws and rules.

#### PROPERTY OWNER(S)

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### APPLICANT(S)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 5 – Sign Permit Fee

\_\_\_\_\_ -20 = \_\_\_\_\_ X \$2.50 = \$\_\_\_\_\_.\_\_\_\_\_ + \$50 = \$\_\_\_\_\_.\_\_\_\_\_

Total Sq. Ft. of Sign(s)                      Sq. Ft.                      Min. Fee                      Total Fee

## Section 6 – Application Submittal Information

Please submit one electronic copy (pdf format preferred) and one paper copy of the following information:

### All Signs

- Completed application form and application fee
- Size, height, location, description, and material of the proposed sign(s)
- Total size of existing signs on the site
- Name of the manufacturer, contractor, owner, and business advertised
- Scaled drawing(s) and description of copy, structure, and lighting
- Photo(s) or drawings(s) of the proposed sign and its location on the property
- Other information required to demonstrate compliance with DDC Chapter 3.6 – Signs

### Illuminated Signs

- Electrical wiring plans and an approved State Electrical Permit  
(Note: Electrical permits are issued by Polk County, 850 Main Street, Dallas, Oregon.)

### LED Changeable Copy Signs

- Manufacturer's specifications and programming demonstrating compliance with DDC.3.6.070.E, including:
  - Number of characters & number of rows sign can display at one time.
  - Light intensity adjustment (limit 0.3 foot-candles above ambient at 150 feet)
  - Ambient light sensor and display auto-adjust
  - Malfunction protection (e.g. auto-shutoff, display freeze, blank screen)
  - Flashing lights or a light that varies in intensity (Prohibited)
  - Display surface that creates the appearance of movement (Prohibited)
  - Message change interval (minimum 30 seconds)

## Section 7 – Application Review Process

The City processes sign permits as Type I land use action in accordance with the procedures found in DDC Section 4.1.020 (Type I Procedure). The City Planning Official reviews the request and makes a decision to approve or deny the request based on the applicable sign regulations found in DDC Chapter 3.6 – Signs. The City Planning Official's decision is the final decision of the City. The decision is final on the date it is made.

If a separate building permit is required for a sign, a building permit shall be obtained prior to construction or installation. Illuminated signs shall comply with the provisions of the State Electrical Specialty Code, and the applicant shall obtain an electrical permit from the Polk County Building Department, 850 Main, Dallas, OR, prior to installing the sign.

## Section 8 – Review and Approval

### Official Use Only:

Approved     Denied    Reason for Denial: \_\_\_\_\_

Planning Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Permit Required?     Yes     No