



COMMUNITY DEVELOPMENT DEPARTMENT  
 P.O. Box 490 / 333 Broadalbin St SW, Albany, OR 97321  
 Phone 541-917-7553 [cd.customerservice@cityofalbany.net](mailto:cd.customerservice@cityofalbany.net)  
[www.cityofalbany.net/cd/forms](http://www.cityofalbany.net/cd/forms)

Permit #:
Electrical Permit #:

## SIGN PERMIT APPLICATION

Job site address: \_\_\_\_\_

**SIGN CONTRACTOR:**

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

Mailing address: \_\_\_\_\_

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

Fax: \_\_\_\_\_

**BUSINESS OWNER:**

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

Mailing address: \_\_\_\_\_

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

Fax: \_\_\_\_\_

**TYPE OF WORK:**  New  Alteration to existing

Remove or Repair  Other \_\_\_\_\_

**SIGN TYPE:**  Wall  Freestanding Pole

Freestanding Monument  Projecting

**SIGN VALUE:** \_\_\_\_\_  
 (Labor + materials)

**ATTACHMENT VALUE:** \_\_\_\_\_  
 (Materials only)

**SIGN DETAILS**

Width (horizontal) \_\_\_\_\_ ft \_\_\_\_\_ in

Height (vertical) \_\_\_\_\_ ft \_\_\_\_\_ in

Depth \_\_\_\_\_ ft \_\_\_\_\_ in

Area (sq. ft.) \_\_\_\_\_

Approximate Weight \_\_\_\_\_

Illumination:  Internal  External  None

*(Note: New illuminated signs require an electrical permit)*

**REQUIRED FOR FREESTANDING, MONUMENT, OR PROJECTING SIGN:**

Height to top of sign above grade \_\_\_\_\_ ft \_\_\_\_\_ in

Height to bottom of sign above grade \_\_\_\_\_ ft \_\_\_\_\_ in

Distance to property line \_\_\_\_\_ ft \_\_\_\_\_ in

Project distance beyond property line \_\_\_\_\_ ft \_\_\_\_\_ in

**One** set of construction plans and specifications must be made available electronically to be used for electronic plan review **OR** **Three** sets of paper plans and specifications must be submitted.

- Plot plan showing the location of proposed and existing signs
- Dimensioned building elevations showing the height and width of the building and the location of all existing signs and the proposed sign. (IF LOCATION IS A TENANT SPACE WITHIN A LARGER BUILDING, SHOW ONLY THOSE SIGNS AND ELEVATIONS THAT RELATE TO THE TENANT SPACE).
- A scale or dimensioned drawing of the proposed sign
- Footing diagrams for any sign other than a wall sign; engineered drawings may be required

**The sign regulations for the City of Albany, including definition of terms used in this form, are located in Article 13 of the Albany Development Code. This document is available online, cityofalbany.net, on the Community Development Department page.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

APPROVED BY BUILDING: BY \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Signature of contractor or owner Date \_\_\_\_\_ APPROVED BY PLANNING: BY \_\_\_\_\_ Date \_\_\_\_\_

**INVENTORY OF EXISTING SIGNS** – (IF LOCATION IS A TENANT SPACE WITHIN A LARGER BUILDING, LIST ONLY THOSE SIGNS THAT RELATE TO THE TENANT SPACE). ATTACH ADDITIONAL SIGN INFORMATION ON SEPARATE PAPER AS NECESSARY.

Sign Type

Location (which elevation)

Height/Width

Sign #1 \_\_\_\_\_

Sign #2 \_\_\_\_\_

Sign #3 \_\_\_\_\_

### Sign Permit Fees

**SIGN PERMITS** (a separate application is required for each sign):

Minimum fee ..... \$40.00

Freestanding, projecting and monument signs (per sq. ft.) ..... 0.50

All other signs (per sq. ft.) ..... 0.40

\*\* Temporary sign permits require a separate application \*\*

~Structural inspection and review to be covered under Building Permits and Plan Review fees~

**CONSTRUCTION PERMITS:\***

\$0 to \$25,000                      \$75.00 for the first \$2,000 plus \$11.10 for each add'l \$1,000 or fraction

\$25,001 to \$50,000              \$330.00 for the first \$25,000 plus \$8.25 for each add'l \$1,000 or fraction

\$50,001 to \$100,000            \$540.00 for the first \$50,000 plus \$6.45 for each add'l \$1,000 or fraction

\$100,001 and up                  \$863.00 for the first \$100,000 plus \$4.80 for each add'l \$1,000 or fraction

**PLAN REVIEW\*** (to be paid at time of submittal):

65% of construction permit fee (\$48.75 minimum fee)

**ELECTRICAL PERMIT\*\*** (a separate application is required):

Sign lighting \$ 65.00

\* This fee applies for any attachments or structural work done to an existing or new sign.

\*\* This fee applies for any sign that is illuminated.

Plus 12% state surcharge  
Plus document imaging charge of  
\$1.00 per page