

The purpose of a sign permit is to approve construction, installation, or alteration of business signage to protect the safety, property, and welfare of the public. The sign standards improve the effectiveness of signs to identify and advertise businesses. The regulations do not restrict the content of sign messages.

## Land Use Code Requirements

Eugene Code, Chapter 9, Section 9.6600

### What kinds of signs are allowed?

Sign standards regulate the number, type, and size of signs based on the location of the business and the zone that it is in. Depending on the location of the business, the Shopping Center or Highway Commercial sign standards may apply. The sign standards begin in Eugene Code (EC) 9.6600. The Land Use code is available online at [www.eugene-or.gov/chapter9](http://www.eugene-or.gov/chapter9).

### What is the zone of my property?

To determine the zoning of a particular property you can visit our website at [www.eugene-or.gov/zoningmap](http://www.eugene-or.gov/zoningmap). If the property is located in a special area zone, please contact Land Use staff at 541-682-8336 or [landuseinfo@eugene-or.gov](mailto:landuseinfo@eugene-or.gov) for more information.

### What is not allowed?

Various sign types are prohibited within the City of Eugene, such as balloons, inflatable signs, flashing signs, and portable signs. If the property is located in the Downtown Activity Zone there is an allowance for portable signs. For a complete list of prohibited signs see EC section 9.6615.

### Are sign permits required?

Yes, but not all signs require permits. For a complete list of exempt signs see EC 9.6610. Although a sign may be exempt from the requirement to obtain a sign permit, building and electrical permits may still be applicable.

### How do I obtain a sign permit?

A sign permit application is required for *each* sign on a property, regardless of the number of signs proposed. Staff will review the application and use a checklist to determine if the plans are complete for intake. The following information is required for each sign permit application:

- Sign application;
- Signed electrical application (if the sign is illuminated);

- One set of plans, including a site plan, elevation drawing, and attachment details (see Sign Permit Plan Requirement Checklist); and

Your application and plans should be submitted through [eBuild](#). For additional information on submitting your application through eBuild, review information available on the [eBuild Help](#) pages.

### Sign Plan Check Fees

|                                       |          |
|---------------------------------------|----------|
| Up to 32 sq. ft. (per sign):          | \$ 85.89 |
| 33 – 99 sq. ft. (per sign):           | \$143.06 |
| 100-199 sq. ft. (per sign):           | \$212.82 |
| 200 sq. ft. or above (per sign face): | \$358.34 |

### How long does the review take?

If we have all the information we need to complete the review, we will typically contact you within two weeks to let you know the permit is approved or to request additional information.

### How much do sign permits cost?

Permit fees are in addition to the plan check fee that is paid when you submit plans. Fees are as follows:

### Sign Permit Fees

|                                       |                            |
|---------------------------------------|----------------------------|
| Up to 32 sq. ft. (per sign):          | \$143.06                   |
| 33 – 99 sq. ft. (per sign):           | \$285.58                   |
| 100-199 sq. ft. (per sign):           | \$714.77                   |
| 200 sq. ft. or above (per sign face): | Fee based on value of work |

**Electrical Permit Fees** (if illuminated)

|            |          |
|------------|----------|
| Each sign: | \$118.57 |
|------------|----------|

**Building Permit Fees** (if required)

|                                      |                            |
|--------------------------------------|----------------------------|
| Billboards and large sign structures | Fee based on value of work |
|--------------------------------------|----------------------------|

**When is a building permit required?**

A building permit is required for all billboards and large sign structures. Building permits are also required for building signs except wall and marquee signs, and freestanding signs greater than six feet tall (see exceptions below).

A building permit is NOT required for *freestanding signs that are:*

- 1) Less than 6 feet tall; or
- 2) Less than 9 feet tall and weighs less than 5 lbs per square foot of sign area; or
- 3) Less than 12 feet tall; and
  - a) the horizontal sign dimension is less than twice the vertical sign dimension; and
  - b) the sign area is less than 100 square feet; and
  - c) the sign is mounted to a steel pole which is embedded in a concrete footing and extends vertically through the sign cabinet.

Please see the City of Eugene [Sign Permit Checklist](#) (Form #F-211) for additional information and submittal requirements.

**When can the sign be installed?**

Signs can be installed once the permit is approved and issued. When your permit has been approved and all fees have been paid, you will receive a Notice of Permit Issuance that will include a link to the approved plans. Once all inspections have been approved, a certificate of compliance can be printed for your records.

**Can I check the status of my sign permit?**

Your sign permit application will be assigned a permit number. Within two days of permit application, you will receive a commitment date for review. The commitment date is when you can expect a permit approval or notification that additional information is needed.

You may also review a permit’s progress through the City’s permit tracking system

[www.eugene-or.gov/bldgpermittracking](http://www.eugene-or.gov/bldgpermittracking)

using the permit number, the street address, or your business name.

**How do I get an inspection?**

Visit our website at

[www.eugene-or.gov/scheduleinspection](http://www.eugene-or.gov/scheduleinspection)

to request your inspections. If you do not have access to a computer you can contact inspection support staff at 541-682-5283, 7:30 am – 4:00 pm Monday through Friday for assistance.

**What if I have questions?**

Please contact Land Use staff at 541-682-8336 or [landuseinfo@eugene-or.gov](mailto:landuseinfo@eugene-or.gov) for more information on the Land Use Code requirements.

Please contact Building staff at 541-682-5613 or [commercialpermitinfo@eugene-or.gov](mailto:commercialpermitinfo@eugene-or.gov) for more information on the Building Code requirements.