CITY OF EUGENE
Building and Permit Services

SIGN PERMIT CHECKLIST

Sign Address_____ **Permit #** _____

OK for Intake by: _____ **Building Permit Required? Yes __ No __**

Historic Designation? Yes __ No __ Public Works Review Required? Yes __ No __

Plan Requirements

❑ Complete application for each sign

Please contact land use staff at 541-682-8336 or landuseinfo@ci.eugene.or.us for more information.

Site Plan (to scale):

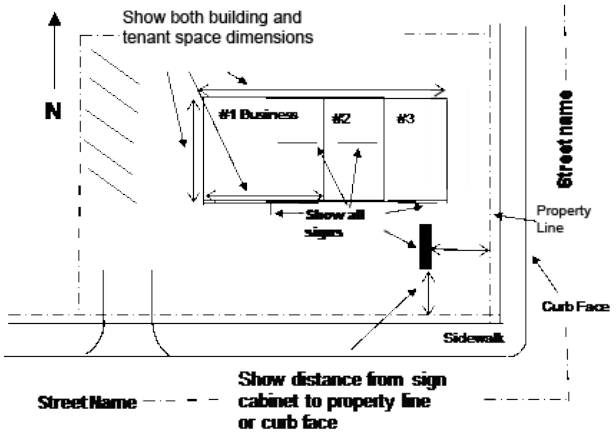
- ❑ Overall development site showing location of building, street(s) and north arrow
- ❑ Location and size of all signs for this business – existing and proposed
- ❑ Location of any billboards on the property

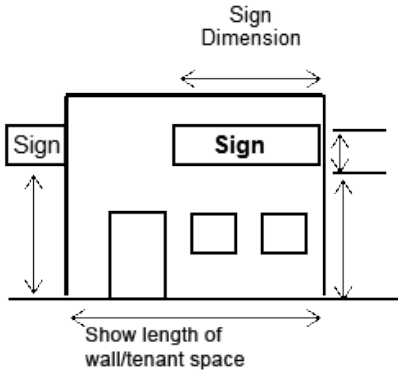
Freestanding signs also require the following information:

- ❑ Distance from sign cabinet to nearest adjacent curb face or property line
- ❑ Public Works verification form for signs (541-682-8400 or cewepic@ci.eugene.or.us)
- ❑ Location of all freestanding and roof signs on the property, including distances between

Awnings and projecting signs adjacent to public right-of-way also require:

- ❑ Public Works verification form for signs





Elevations:

- ❑ Distance from grade to bottom of sign
- ❑ Sign Dimensions
- ❑ Length of wall / tenant space

Structural:

- ❑ Structural information as required for specific sign type (see page 2)

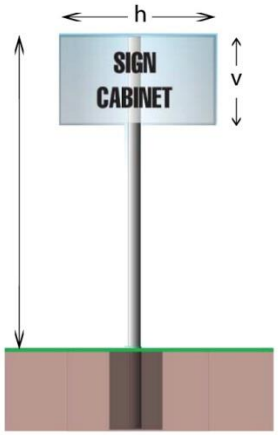
www.eugene-or.gov/bps

Sign Permit Checklist

Structural Plan Requirements

Please contact a commercial code analyst at 541-682-5613 or commercialpermitinfo@ci.eugene.or.us if you have questions regarding structural plan requirements.

Freestanding Signs



Structural review is required for freestanding signs that are over 6' tall.

Plan requirements:

- ❑ Sign dimensions including height from grade to top of sign
- ❑ Sign weight
- ❑ Sign materials and details of construction
- ❑ Pole specifications, including diameter and grade of pole
- ❑ Detail(s) of sign attachment to pole, if applicable
- ❑ Footing/foundation details including:
    1. dimensions
    2. concrete strength
    3. reinforcement
- ❑ Calculations as follows:
    1. Signs over 20 feet in height require design calculations by an Oregon licensed engineer
    2. A sign 20 feet or less in height requires design calculations by an Oregon licensed engineer at time of plan submittal unless it complies with all of the following:
        a) The horizontal dimension (h) divided by the vertical dimension (v) is less than or equal to 2
        b) The area of the sign (h x v) is less than 100 square feet
        c) The sign is mounted to a steel pole, and the pole:
            a. Is embedded in a concrete footing, and
            b. Extends vertically through the sign cabinet (typical pipe sleeve detail allowed)

Note: Additional design information or calculations may be requested after initial review.

Wall, Marquee, Under Marquee, Projecting, Roof and Awning Signs

Structural review is required except as follows:

1. A wall/marquee sign that is ¾" or less in thickness and attached directly to the face of the wall
2. A wall/marquee sign that complies with each of the following:
    a) sign projects no more than 9" from the face of the wall, and
    b) sign weighs no more than 125 lbs., and
    c) area of sign is equal to or less than 40 square feet

Plan requirements:

- ❑ Sign dimensions
- ❑ Sign weight
- ❑ The construction of the wall or roof that the sign will be attached to (wood or steel framing, masonry or concrete, etc.)
- ❑ Attachment details. Show the attachment method, including type, number and size of the approved fasteners (wood/metal screws, expansion anchors, etc.)
- ❑ Calculations as follows:
    1. Awnings require design calculations by an Oregon licensed engineer
    2. Calculations on other signs are not required at time of submittal but may be requested after initial review

Planning & Development
99 W. 10TH Avenue, Eugene, OR 97401
P 541.682.5086 * F 541.685.5593

Form #F-211
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