



Fee Paid Date _____ By _____

S _____

FEE (no building permit): \$50.00

SIGN PERMIT

Property Location: _____ Zone: _____

Business Name: _____

Applicant Name: _____

Mailing Address: _____ Email _____

Phone: _____ Business Phone: _____

Sign Installer Name: _____ Phone: _____

Sign Installer Address: _____ CCB #: _____

Sign Installer needs to have a City of Astoria Occupational Tax for the current year.

Property Owner's Name: _____

Mailing Address: _____

I agree to erect the proposed sign according to the description, plan, and specification of this permit and in accordance with the Astoria Development Code, City Code, Building Code, and any other City codes.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

SITE PLAN AND SIGN DIAGRAM: *A Site Plan depicting building and/or property lines and the location of all existing and proposed signs is required. The Plan must include dimensions of signs, and distances to all property lines on projecting and freestanding signs. A sign diagram is required which must show the general appearance of the sign with dimensions noted. Signs proposed for historic structures must also include how they will be attached to the building. These plans and diagrams are not required to be in final form and may be hand drawn by the applicant.*

FILING INFORMATION: *A Pre-Application meeting with the Administrative Assistant may be required prior to acceptance of the application as complete. Only complete applications will be reviewed for approval.*

SIGNS THAT REQUIRE A BUILDING PERMIT: *Freestanding, projecting, or structural signs charged fee based on value of sign (Min fee - \$25.00 + Surcharge \$3.00)*

Note: Either a Sign Permit or a Building Permit (not both) is required depending on style of sign.

APPROVED BY: _____ Date: _____

BUILDING FRONTAGE: North: _____ South: _____ East: _____ West: _____

“Building Frontage” is the lineal frontage of a building along a public street, waterway, or any other exterior building wall facing a parking lot, excluding alleys. It includes only the portion of the building that is occupied by your business or activity. [See Section 8.120(D)]

SITE FRONTAGE: _____

“Site Frontage” is the lineal frontage of a site on a public street, excluding alleyways.

NUMBER, SIZE, AND TYPES OF EXISTING SIGNS: _____

PROPOSED SIGNAGE: *Sign is anything visible from the outside that conveys the message of your business or activity.*

SIGN NO. 1 - TYPE OF SIGN: _____

Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.

DIMENSIONS:

Vertical/Horizontal _____ Square Footage _____

Clearance Above Sidewalk _____ Projection Beyond Property Line _____

Material & How Attached: _____

SIGN NO. 2 - TYPE OF SIGN: _____

Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.

DIMENSIONS:

Vertical/Horizontal _____ Square Footage _____

Clearance Above Sidewalk _____ Projection Beyond Property Line _____

Material & How Attached: _____

SIGN NO. 3 - TYPE OF SIGN: _____

Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.

DIMENSIONS:

Vertical/Horizontal _____ Square Footage _____

Clearance Above Sidewalk _____ Projection Beyond Property Line _____

Material & How Attached: _____

SIGN NO. 4 - TYPE OF SIGN: _____

Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.

DIMENSIONS:

Vertical/Horizontal _____ Square Footage _____

Clearance Above Sidewalk _____ Projection Beyond Property Line _____

Material & How Attached: _____

REMARKS: _____