



16000 SE Misty Drive
 Happy Valley, OR 97086
 Phone: 503-783-3800
 Email: permits@happyvalleyor.gov
happyvalleyor.gov

Sign Permit Application

Site where sign to be mounted or erected: *(Street address or assessor's map and tax lot number)*

CONTRACTOR: *(Must be a sign contractor registered with the State of Oregon Construction Contractor's Board)*

Name: _____
 CCB Number: _____ City of Happy Valley Business License Number _____
 Address: _____
 Contact Name and Phone Number: _____
 Go to _____

OWNER INFORMATION:

Name: _____
 Address: _____
 Phone Number: _____
 Email: _____

SIGN PERMIT SUBMITTAL FEES	Planning Fee + Building Permit = Total		
Commercial/Industrial	\$150	+ \$95.20	= \$245.20
Subdivision entrance/monument sign	\$150	+ \$95.20	= \$245.20
Temporary subdivision entrance/monument sign	\$50.00	+ \$ 0.00	= \$ 50.00
Temporary Commercial/Industrial	\$50.00	+ \$ 0.00	= \$ 50.00

Type of Sign:

- Monument
- Temporary
- Commercial Use *(please specify type, i.e. wall, shingle, illuminated, awning, etc...)*
- Other _____
- Type of Illumination, *if applicable*
- If located in the Sunnyside Village area, please specify colors used in sign: _____

 Contractor Signature Date

 Property Owner Signature Date

SUBMITTAL REQUIREMENTS:

PDF's of plans & application to be emailed to: permits@happyvalleyor.gov

Site Plan to include:

- Placement of sign on property
- Setback of sign from property line
- Location of any easements

Drawings to include:

- Size of lettering
- Dimensions of signs (height and width)
- How the sign will be mounted or affixed
- If located in Sunnyside Village area, include colors to be used in sign

NOTE: If submitting paper, please provide 2 copies of plans (11x17 to scale).