



16000 SE Misty Drive  
 Happy Valley, OR 97086  
 Phone: 503-783-3800  
 Email: [permits@happyvalleyor.gov](mailto:permits@happyvalleyor.gov)  
[happyvalleyor.gov](http://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: \_\_\_\_\_

| <b>SIGN PERMIT SUBMITTAL FEES</b>            | <b>Planning Fee + Building Permit = Total</b> |          |                                   |
|--|---|----------|-----------------------------------|
| Commercial/Industrial                        | <b>\$150</b>                                  | <b>+</b> | <b>\$106.40</b> = <b>\$256.40</b> |
| Subdivision entrance/monument sign           | <b>\$150</b>                                  | <b>+</b> | <b>\$106.40</b> = <b>\$256.40</b> |
| Temporary subdivision entrance/monument sign | <b>\$50.00</b>                                | <b>+</b> | <b>\$ 0.00</b> = <b>\$ 50.00</b>  |
| Temporary Commercial/Industrial              | <b>\$50.00</b>                                | <b>+</b> | <b>\$ 0.00</b> = <b>\$ 50.00</b>  |

**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](mailto: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).