



(For Office Use Only)

Land Use File No.

## CITY OF DUNDEE SIGN PERMIT APPLICATION

\*Regulated by Dundee Municipal Code 17.306

### 1) Property and Project Description:

Please Check:  New Sign  Replacement  Repair  
 Non-Residential  Residential  Multi-Family  Temporary Business

Site Address: \_\_\_\_\_

Zoning: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Lot Frontage Length: \_\_\_\_\_ Building Frontage Length: \_\_\_\_\_

Brief Description of Work \_\_\_\_\_

\_\_\_\_\_

### 2) Applicant Information:

A) Business Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

B) Sign Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

C) Contractor/Installer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

CCB# \_\_\_\_\_ Exp # \_\_\_\_\_

**Contractors and any persons doing business or work within the city limits of Dundee must have a current City of Dundee business license on file.**

3) Proposed Signage

A) Number of Proposed Signs: \_\_\_\_\_ Type (check all that apply):  Free-Standing  Wall Sign  Roof Sign

B) Sign #1: Location: \_\_\_\_\_

Size of Sign Face: (Square footage of one side.)	Height: (From ground to top of sign.)	Setback: (From property line to sign.)	Lighting Style and Wattage:
			<input type="checkbox"/> Indirect <input type="checkbox"/> Internal Wattage:

All signs must incorporate at least two (2) of the design elements listed, except signs with internally illuminated faces must include at least three (3) of the design elements.

Check all that apply:

- The sign primarily includes raised or engraved individual letters or graphics on the background wall or sign face (raised or engraved depth at least one half inch). Letters made from neon tube lighting are one type of raised letters.
- The outline or top of the sign frame (or the letters and graphics if no frame) is predominantly curved or non-rectangular.
- The sign incorporates stone, masonry, sculpted metal, wrought iron, or natural wood as a frame or background (not plywood, particle board, or other wood composite).
- Indirectly illuminated or non-illuminated.
- If internally illuminated then no more than 50% of the face is light-colored.
- Freestanding sign is no more than 6-feet tall.
- For wall signs, total sign area is at least 20% below maximum allowed on that building frontage. For freestanding signs, sign area is at least 20% below the total area allowed for that sign.
- Installing only one freestanding sign on a lot that qualifies for two or more freestanding signs.

**A sketch drawn to scale showing the design, location, height, area, and type, shielding, and wattage of illumination must be attached to this application.**

C) Sign #2 Location: \_\_\_\_\_

Size of Sign Face (Square footage of one side.)	Height (From ground to top of sign.)	Setback (From property line to sign.)	Lighting Style and Wattage
			<input type="checkbox"/> Indirect <input type="checkbox"/> Internal Wattage:

All signs must incorporate at least two (2) of the design elements listed, except signs with internally illuminated faces must include at least three (3) of the design elements.

Check all that apply:

- The sign primarily includes raised or engraved individual letters or graphics on the background wall or sign face (raised or engraved depth at least one half inch). Letters made from neon tube lighting are one type of raised letters.
- The outline or top of the sign frame (or the letters and graphics if no frame) is predominantly curved or non-rectangular.
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**A sketch drawn to scale showing the design, location, height, area, and type, shielding, and wattage of illumination must be attached to this application.**

4) Existing Signage to Remain on Property (section must be completed)

A) Number of Existing Signs: \_\_\_\_\_ Type (check all that apply):  Free-Standing  Wall Sign  Roof Sign

B) IF, there are no existing signs, please sign attesting to that fact: \_\_\_\_\_

C) Sign #1: Location: \_\_\_\_\_

Size of Sign Face: (Square footage of one side.)	Height: (From ground to top of sign.)	Setback: (From property line to sign.)	Lighting Style and Wattage:
			<input type="checkbox"/> Indirect <input type="checkbox"/> Internal Wattage:

**A sketch drawn to scale showing the location and size of all existing signs on site must be attached to this application.**

D) Sign #2: Location: \_\_\_\_\_

Size of Sign Face (Square footage of one side.)	Height (From ground to top of sign.)	Setback (From property line to sign.)	Lighting Style and Wattage
			<input type="checkbox"/> Indirect <input type="checkbox"/> Internal Wattage:

**A sketch drawn to scale showing the location and size of all existing signs on site must be attached to this application.**

**(If there are additional signs, please attach a separate piece of paper with the above information for each.)**

This application must be submitted with the following:

- Permit fee;
- Structural building permit application;
- Two sets of detail drawings (which may require engineering calculations);
- A site plan with property lines, right-of-way, and the sign location clearly marked in relation to both;

**I hereby state that I have read and understand this application and the information provided is correct:**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

(If property owner is unavailable to sign, a letter in lieu of may be submitted.)

# Structural Permit Application



PO Box 220  
620 SW 5<sup>th</sup> Street  
Dundee, Oregon 97115  
Ph: 503-538-3922  
Fax: 503-538-1958  
Website: www.dundeecity.org

This permit is issued under OAR 918-460-0030 and Section 15.4 of the Dundee Municipal Code. **Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days. Every permit issued by the City of Dundee shall expire and become null and void 24 months after the date of permit issuance.** If the building or work authorized by such permit has not received final inspection approval prior to the permit expiration date, all work shall stop until a new permit is obtained for the value of the work remaining unfinished.

## FOR OFFICE USE ONLY

Building Permit No. \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Issued By \_\_\_\_\_

Job Site Information and Location		
SITE ADDRESS:		
TAX LOT #	ZONING:	LOT SIZE:
SUBDIVISION	SETBACKS: FRONT _____ BACK _____ SIDE _____	
Description of Work		
Property Owner Information		
NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:		
<b>Signature Needed If Property Owner Installation:</b>		
This installation is being made on residential or farm property owned by me, or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.		
Sign Here:		
Contractor Installation		
BUSINESS NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:		
CCB LICENSE NO:		
PRINT NAME:		
SIGNATURE:		

Approval Sign Off		
	Initials	Date
Land Use/Planning		
Public Works		
Fire Department		
Building/Plan Review		

Type of Work	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/Alteration/Replacement	
<input type="checkbox"/> Change of Occupancy	
Category of Construction	
<input type="checkbox"/> Residential	<input type="checkbox"/> Government
<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family
<b>Required Data: 1- and 2- Family Dwelling</b>	
All residential valuations will be determined utilizing the State of Oregon mandated valuation calculation table as determined by the International Building Code.	
<b>VALUATION \$</b>	
IBC cost per square foot \$	
Number of bedrooms:	
Number of bathrooms:	
Total number of floors:	
New dwelling area:	ft <sup>2</sup>
Garage/carport area:	ft <sup>2</sup>
Covered porch area:	ft <sup>2</sup>
Deck area:	ft <sup>2</sup>
Other structure area:	ft <sup>2</sup>
<b>Required Data: Commercial Use Checklist</b>	
All commercial applicants shall state the valuation of the project, including all labor and materials; valuation should not include the cost of the land. This section covers structural, building, alarm, and suppression system permits.	
<b>VALUATION \$</b>	
Existing building area	ft <sup>2</sup>
New building area	ft <sup>2</sup>
Number of stories:	
Type of construction:	
Occupancy groups:	
Existing:	New:
<b>TOTAL PERMIT COST</b> (FROM PAGE 2)	\$
<b>AMOUNT PRE-PAID</b> R#	\$
<b>TOTAL DUE</b>	\$

\*Credit Card payments are not accepted for Structural Permit Fees.



PO Box 220  
 620 SW 5<sup>th</sup> Street  
 Dundee, Oregon 97115  
 Ph: 503-538-3922  
 Fax: 503-538-1958  
 Website: www.dundeecity.org

**BUILDING PLANS**

Two sets of plans are required when you apply for a building permit. One set will be stamped approved and returned to you to keep at the job site. The second set will be maintained at the City of Dundee in accordance with the State of Oregon Retention Regulations.

Once you begin work, you may decide to make changes to the plans that were originally approved. To revise your plans after they have been approved, you will need to show the changes on two additional sets of plans and bring them, along with the approved set of the original plans, back to the Building Department for additional plan review. Please do not mark up the originally approved set! When the revisions are approved, one stamped plan set will be returned to you to be kept with the originally approved plans.

Typical Plans Include:

- \*Site Plan
- \*Floor Plan
- \*Elevation Views
- \*Cross Section Drawings
- \*Roof Truss

All building permits where outdoor lighting is proposed must submit a lighting plan in accordance with DDO 2.112.05 showing adherence to the standards in DDO 2.112

A more detailed list is available from the Building Department.

**CHANGE OF OCCUPANCY PLANS**

Typical plans required for a change of occupancy include:

1. A SITE PLAN to show the size of the building and its location in relation to the property lines and streets. The site plan must show any other structures on the property, paved driveways and parking, and any landscaping. Please include a north arrow on the plan to show its orientation.
2. A FLOOR PLAN for each level. Floor plans must show the proposed use of each room and the overall room dimensions. Window sizes, and how the windows open, should be noted. The size of exit doors, the direction of door swing, and where exit signs are proposed or already existing. Where there are stairways, both inside and outside the building, those stairs and their landings must be shown on the plans.

For a more detailed list contact the Building Department at 503-538-3922.

**1. BUILDING FEES**

PERMIT FEE	\$
INVESTIGATIVE FEE	\$
12% STATE SURCHARGE	\$
<b>SUBTOTAL</b>	\$

**2. PLAN REVIEW FEES**

PLAN REVIEW	\$
FIRE AND LIFE SAFETY	\$
<b>SUBTOTAL</b>	\$

**3. CITY FEES**

TYPE A PERMIT FEE	\$
TYPE A CASH BOND	\$
STORMWATER SDC	\$
NSD EXCISE TAX	\$
CPRD SDC (\$6,866)**	\$
ANY OUTSTANDING LIENS, DEBTS, OR NUISANCE FINES OWED TO THE CITY	\$
<b>SUBTOTAL</b>	\$

**TOTAL COST \$**

\*\*MULTI-FAMILY UNIT CPRD SDC \$6,046.00

**DEMOLITION PLANS**

1. Submit site plan indicating the location of all structures to be removed.
2. The applicant is responsible for the complete removal; and, completions of the required sewer, water, electrical and gas disconnects.
3. Letter stating that there are no hazardous materials at the site or contained within the structure.
4. Obtain asbestos site survey conducted by an accredited inspector. Copy of the inspection to be kept on site per DEQ.
5. Complete removal of foundation, other paved surfaces, debris removal and weed abatement.
6. Obtain a final inspection to verify that the demolition was completed per the permit requirements, and no deficient items remain to be done.

\*Permit fees for demolition permits are based on the valuation of the demolition.