

Sign permits are regulated to protect the health, safety, property and welfare of the public. Regulating signs provide a neat, clean, orderly and attractive appearance for the community. Regulations provide for safe construction, location, erection and maintenance of the signs.

The City regulates the design, quality of materials, construction, electrification, location, illumination, and maintenance of signs which are visible from public property, rights of way and private areas open to public travel. (Ord. 5466 §3, 2008)

### APPLICATION REQUIREMENTS

Application for a permit shall be made to the City upon a form provided by the City.

The following must be submitted by the applicant:

- ★ Two sets of drawings containing:
  - ★ Location of the sign on the building or building site
  - ★ Dimensions of the sign
  - ★ Construction materials
  - ★ Method of attachment
  - ★ Identity of the owner/lessee and installer of the sign
  - ★ State contractor's registration number and Oregon electrical contractor's number for electrical signs
  - ★ Pole Signs – height of pole including sign
- ★ Any other supplemental information required to demonstrate compliance

with applicable provisions of the Oregon Structural Specialty Code.

### ISSUANCE OF PERMITS

- ★ City personnel examine the completed applications for permits within five (5) working days.
- ★ If the application conforms to all applicable provisions of Chapter 9.21, a permit is issued. If the application violates Chapter 9.21 or any other City code, the permit will not be issued until corrections are made.
- ★ All signs, except for signs painted directly upon a building, are subject to Building Department requirements.
- ★ Sign permits in the Historic District are subject to Historic District review.

### INSTALLATION

All companies installing electrical signs must have a current Oregon electrical contractor's license and comply with all state and federal regulations pertaining to equipment and safety regulations.

All electrical signs must have an Underwriter Laboratories or other approved electrical underwriting service sticker and the sign manufacturer's label.

### PERMIT FEES

Sign permit fees are set by the City Council.

All signs, whether permanent or temporary, with a commercial message require a permit with a fee unless exempt. A permitted sign removed from a building for maintenance or painting of the sign or building requires a *no-fee* permit to re-install the sign provided it is re-installed within 30 days of removal. A non-permitted sign must be brought into compliance within 30 days of removal and requires a permit.

Any balloon/blimp in excess of three (3) feet in diameter which is tethered over 10 feet above ground requires a no-fee permit, excluding hot air balloons.

Banners require a no-fee permit.

Signs exempt from permits are discussed in Chapter 9.21.041.

Prohibited signs are discussed in Chapter 9.21.047 of the Municipal Code.

### DESCRIPTION OF SIGNS with ASSOCIATED CODE CHAPTER

The following list describes permitted signs and their associated Municipal Code chapter. Please review before applying for a sign permit.

Signs in the General Commercial Zone. Chapter 9.21.060

Signs in a Neighborhood Commercial Zone. Chapter 9.21.080

Businesses in Residential Zones/Signs in Residential Zones. Chapter 9.21.090

Signs for a Shopping Center. Chapter 9.21.100

Signs in Industrial Zones. Chapter 9.21.110

Signs in the Central Business District (CBD). Chapter 9.21.120

Signs in the Historic District. Chapter 9.21.121

Downtown Mall Sign. Chapter 9.21.122

Freestanding Signs within a City Utility Easement. Chapter 9.21.130

Signs for a Fairgrounds. Chapter 9.21.300

Signs for Regional Hospitals, Schools and All Sports Parks. Chapter 9.21.400

Special Signs for all Commercial and Industrial Zones. Chapter 9.21.500

Temporary Political Signs. Chapters 9.21.600, 9.21.610, 9.21.620, 9.21.630, 9.21.640, 9.21.650

Grandfather Clause. Chapter 9.21.700

Heritage Markers. Chapters 9.21.750, 9.21.755, 9.21.760

Appeals. Chapter 9.21.800



**PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

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Ordinances governing approval are contained in Title 9, Chapter 9.21 of the City of Grants Pass Municipal Code. The information in this brochure is general in nature and should not be substituted for the requirements as established in the Municipal Code. The entire Municipal Code or specific chapters are available on the City's website listed above. Copies may be requested for a cost.

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# SIGN PERMITS



**A GUIDE TO THE APPLICATION PROCESS**