Regulations and Application Procedure for A-Frame/Sandwich Board Signs

(This handout applies to A-Frame/Sandwich Board signs only. For regulations for other types of signs please refer to the Sign Standards in the City of Grants Pass Municipal Code Chapter 9.21)  
(Revised 1/10/2019)

In the Central Business District:

1. One A-Frame/Sandwich Board/Sign on Wheels not to exceed 8-square feet in area per side for each business entrance is allowed. The edges of each sign face shall not be more than 36-inches apart. The sign may not be lighted or powered by any means.

2. The sign may be located within the public right-of-way (sidewalk) if placed directly in front of the business displaying the sign.
   a. The sign must be placed to allow a minimum of 4 feet of clearance on the sidewalk.
   b. In no case may the sign be displayed when a business is closed.

In all Commercial and Industrial Zones located outside the Central Business District:

1. One A-Frame/Sandwich Board/Sign on Wheels not to exceed 12-square feet in area per side for each business entrance is allowed. The edges of each sign face shall not be more than 38-inches apart.

2. Signs shall not be located within the public right-of-way except:
   a. During a community event sponsored or officially sanctioned by the City,
   b. On weekends, or
   c. After 6:00 p.m. on weekdays.

3. The sign must be placed to allow a minimum of 5 feet of clearance on the sidewalk.

4. Signs are allowed on private property, however, in no case may these be displayed when a business is closed.
Application Procedure

Sign Permit submittal hours: Monday – Friday 8:00 a.m. to 10:00 a.m. and 2:00 p.m. – 4:00 p.m.

Location: Community Development Office, 101 NW A Street, upstairs Room 201

Application Fee: $95.75 (paid upon submittal)
Permit Fee: $2.03 per square foot of sign face, plus 22% Planning/State surcharge on total amount of fees (paid upon issuance of permit)

**Fees effective as of 1/01/2019-12/31/2019**

Application Form: An application form can be downloaded from the City website at grantspassoregon.gov or are available at the Community Development office

Review Period: Applications for signs are processed within 5 working days. The City Permit Technician will call you when the permit is ready for pick-up.

Submittal Requirements:

- Completed application form
- On a separate sheet of paper, show a sketch and/or provide pictures of the following:
  - The location of the business and entrance of the building
  - The dimension (width) of the sidewalk measured in feet
  - The proposed location for the sandwich board sign measured in feet from the building and edge of sidewalk (SEE SKETCH A)
  - The length and width of the sign face (SEE SKETCH B)
  - The distance between each edge of the sign at the base and the height of the sign when the sign is displayed (SEE SKETCH C)
Please add the following items:
- Address
- Business Name
- Location of proposed sign
- Width of sidewalk
- Width of clear sidewalk at the location of the sign
- Location of trees, fire hydrants, sign posts, and other items in the right of way.

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A-FRAME/SANDWICH BOARD SIGN PLANS

Please add the following items:
- Attach a picture of the proposed sign, or draw basic design
- Sign face width
- Sign face length

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For Office use only

Permit #