

The purpose of a sign permit is to approve construction, installation, or alteration of business signage to protect the safety, property, and welfare of the public. The sign standards improve the effectiveness of signs to identify and advertise businesses. The regulations do not restrict the content of sign messages.

Land Use Code Requirements

Eugene Code, Chapter 9, Section 9.6600

What kinds of signs are allowed?

Sign standards regulate the number, type, and size of signs based on the location of the business and the zone that it is in. Depending on the location of the business, the Shopping Center or Highway Commercial sign standards may apply. The sign standards begin in Eugene Code (EC) 9.6600. The Land Use code is available online at www.eugene-or.gov/chapter9.

What is the zone of my property?

To determine the zoning of a particular property you can visit our website at www.eugene-or.gov/zoningmap. If the property is located in a special area zone, please contact Land Use staff at 541-682-8336 or landuseinfo@ci.eugene.or.us for more information.

What is not allowed?

Various sign types are prohibited within the City of Eugene, such as balloons, inflatable signs, flashing signs, and portable signs. If the property is located in the Downtown Activity Zone there is an allowance for portable signs. For a complete list of prohibited signs see EC section 9.6615.

Are sign permits required?

Yes, but not all signs require permits. For a complete list of exempt signs see EC 9.6610. Although a sign may be exempt from the requirement to obtain a sign permit, building and electrical permits may still be applicable.

How do I obtain a sign permit?

A sign permit application is required for *each* sign on a property, regardless of the number of signs proposed. Staff will review the application and use a checklist to determine if the plans are complete for intake. The following information is required for each sign permit application:

- Sign application;
- Signed electrical application (if the sign is illuminated);
- One set of plans, including a site plan, elevation drawing, and attachment details (see Sign Permit Plan Requirement Checklist); and

Your application and plans should be submitted through [eBuild](#). For additional information on submitting your application through eBuild, review information available on the [eBuild Help](#) pages.

Sign Plan Check Fees

Up to 32 sq. ft. (per sign):	\$ 81.75
33 – 99 sq. ft. (per sign):	\$136.25
100-199 sq. ft. (per sign):	\$202.74
200 sq. ft. or above (per sign face):	\$340.90

How long does the review take?

If we have all the information we need to complete the review, we will typically contact you within two weeks to let you know the permit is approved or to request additional information.

How much do sign permits cost?

Permit fees are in addition to the plan check fee that is paid when you submit plans. Fees are as follows:

Sign Permit Fees

Up to 32 sq. ft. (per sign):	\$ 136.25
33 – 99 sq. ft. (per sign):	\$ 271.68
100-199 sq. ft. (per sign):	\$ 680.43
200 sq. ft. or above (per sign face):	\$1,360.32

Electrical Permit Fees (if illuminated)

Each sign:	\$ 101.66
------------	-----------

Building Permit Fees (if required)

Wall sign	\$ 120.40
Freestanding sign	\$ 258.92

When is a building permit required?

A building permit is NOT required for the following signs types:

- Freestanding signs 6’ high or less;
- Wall/Marquee signs that are 3/4” or less in thickness and attached directly to the face of the wall;
- Wall/Marquee signs that comply with each of the following:
 1. Sign projects no more than 9” from the face of the wall, and
 2. Sign weighs no more than 125 lbs., and
 3. Area of sign is 40 square feet or less.

When can the sign be installed?

Signs can be installed once the permit is approved and issued. When your permit has been approved and all fees have been paid, you will receive a Notice of Permit Issuance that will include a link to the approved plans. Once all inspections have been approved, a certificate of compliance can be printed for your records.

Can I check the status of my sign permit?

Your sign permit application will be assigned a permit number. Within two days of permit application, you will receive a commitment date for review. The commitment date is when you can expect a permit approval or notification that additional information is needed.

You may also review a permit’s progress through the City’s permit tracking system (www.eugene-or.gov/bldgpermittracking) using the permit number, the street address, or your business name.

How do I get an inspection?

Visit our website at www.eugene-or.gov/scheduleinspection to request your inspections. If you do not have access to a computer you can contact inspection support staff at 541-682-5283, 7:30 am – 4:00 pm Monday through Friday for assistance.

What if I have questions?

Please contact Land Use staff at landuseinfo@ci.eugene.or.us or 541-682-8336 for more information on the Land Use Code requirements.

Please contact Building staff at 541-682-5613 or commercialpermitinfo@ci.eugene.or.us for more information on the Building Code requirements.