



**Sign Address** \_\_\_\_\_ **Permit #** \_\_\_\_\_

OK for Intake: \_\_\_\_\_ Structural Review? Yes \_\_\_ No \_\_\_  
 Historic? Yes \_\_\_ No \_\_\_ Public Works Review? Yes \_\_\_ No \_\_\_

**Plan Requirements**

Complete application for each sign permit with signature.

Please contact land use staff at 541-682-8336 or [landuseinfo@ci.eugene.or.us](mailto:landuseinfo@ci.eugene.or.us) for more information.

**Site Plan (to scale):**

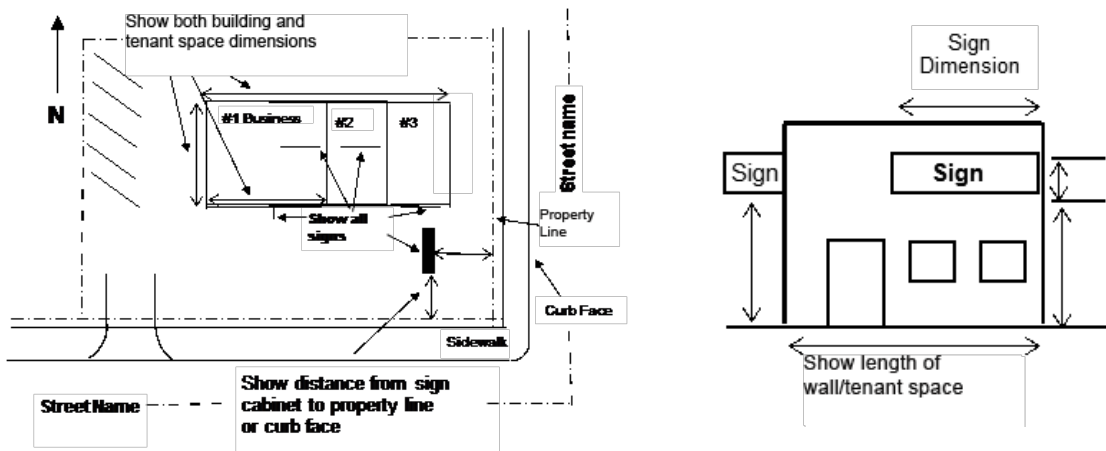
- Overall development site showing location of building, street(s) and north arrow
- Location and size of all signs for this business – existing and proposed
- Location of any billboards on the property

**Freestanding signs also require the following information:**

- Distance from sign cabinet to nearest adjacent curb face or property line
- Public Works verification form for signs (541-682-8400 or [cwepic@ci.eugene.or.us](mailto:cwepic@ci.eugene.or.us))
- Location of all freestanding and roof signs on the property, including distances between

**Awnings and projecting signs adjacent to public right-of-way also require:**

- Public Works verification form for signs



**Elevations:**

- Distance from grade to bottom of sign
- Sign Dimensions
- Length of wall / tenant space

**Structural:**

- Structural information as required for specific sign type (see page 2)

## Structural Plan Requirements

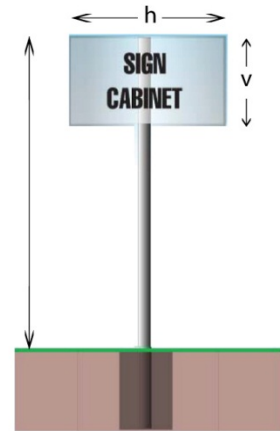
Please contact a commercial code analyst at 541-682-5613 or [commercialpermitinfo@ci.eugene.or.us](mailto:commercialpermitinfo@ci.eugene.or.us) if you have questions regarding structural plan requirements.

### Billboards (all signs over 200 square feet in area):

- For pole-mounted billboards: all information listed below for freestanding signs.
- For building-mounted billboards: all information listed below for building signs.
- Design calculations by an Oregon licensed Professional Engineer are **always** required for billboards.

### Freestanding Signs:

- Sign dimensions including height from grade to top of sign
- Sign weight
- Sign materials and details of construction
- Pole specifications, including diameter and grade of pole
- Detail(s) of sign attachment to pole, if applicable
- Footing/foundation details including:
  - o Dimensions
  - o Concrete strength
  - o Reinforcement
- Design calculations by an Oregon licensed Professional Engineer are required **unless** the sign meets **any one** of the following:
  - o Overall height is 6 feet or less; or
  - o Overall height is 9 feet or less and the weight of materials does not exceed five pounds per square foot; or
  - o The sign meets the following:
    - Overall height is 12 feet or less,
    - Horizontal sign dimension (h) less than twice the vertical sign dimension (v),
    - Sign area (h\*v) is less than 100 square feet, and
    - The sign is mounted to a steel pole that is embedded in a concrete footing and extends vertically through the sign cabinet.



### Building (Wall, Marquee, Under Marquee, Projecting, Roof and Awning) Signs:

- Sign dimensions
- Sign weight
- The construction of the building element that the sign will be attached to (wood or steel framing, masonry or concrete, etc.)
- Attachment details. Show the attachment method, including type, number and size of fasteners
- Design calculations by an Oregon licensed Professional Engineer are required for projecting, roof, and awning signs. Calculations are not required for wall (including mansard roof) and under marquee signs.
  - o Wall signs are signs mounted to the wall or sloped roof of a building or permanent building element such as a marquee. The sign surface must be parallel to the supporting surface and the sign may not project more than 12 inches from the supporting surface.

A building permit and structural review is required if engineering is required. This applies for both building and free-standing signs. If design calculations by an engineer are not required based on the checklist, then no building permit or structural review is required.