



Planning Division
 City of Bend
 (541) 388-5580
 planning@bendoregon.gov
 710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at www.bendoregon.gov/permitcenter.

SIGN WORKSHEET

Please check and fill in the information requested, or place N/A on the lines that do not apply. Complete a separate worksheet for each separate sign.

SIGN TYPE – CHECK ONE						
Freestanding Signs:						
<input type="checkbox"/> Primary (Adjacent/Oriented to Street) <input type="checkbox"/> Drive Thru (Menu) <input type="checkbox"/> Directory <input type="checkbox"/> Other: _____						
<input type="checkbox"/> Billboard: City inventory #: _____ Current City/County Permit #: _____ Current State Permit #: _____						
Building Signs:						
<input type="checkbox"/> Wall (Fascia) <input type="checkbox"/> Mural/Graphics <input type="checkbox"/> Directory (Tenants) <input type="checkbox"/> Sign on Awning/Canopy <input type="checkbox"/> Window <input type="checkbox"/> Suspended <input type="checkbox"/> Projecting <input type="checkbox"/> Drive-Thru (menu)						
NUMBER OF SIGN SIDES		BUILDING ELEVATIONS			SIGN WEIGHT	
<input type="checkbox"/> Single-Sided <input type="checkbox"/> Double-Sided <input type="checkbox"/> V-Shape/Multiple		<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West			_____ Lbs.	
SIGN DIMENSIONS (see key on page 2)						
Area (a)	Width (b)	Height (b)	Depth (b)	Projection (c)	Clearance (d)	Height (e)
_____ sq.ft.	_____ ft. _____ in.	_____ ft. _____ in.	_____ ft. _____ in.	_____ ft. _____ in.	_____ ft. _____ in.	_____ ft. _____ in.
SIGN PERMIT REVIEW – CHECK ONE				LIGHTING		
<input type="checkbox"/> New sign. Does not include signs or work listed below <input type="checkbox"/> Remove and replace new sign <input type="checkbox"/> Alteration / Addition to an existing sign <input type="checkbox"/> Adhered Vinyl, Paper or Painted Sign: Wall or Window <input type="checkbox"/> New Copy / Sign Panel – no alteration to existing sign				Check one: <input type="checkbox"/> No lighting <input type="checkbox"/> Lighted- Detached light(s) <input type="checkbox"/> Lighted – attached: Internal, external, exposed <i>Show any existing and/or proposed lighting and location on plans. Submit manufacturer product literature for new external light fixtures. Flashing lights and scrolling message signs are prohibited.</i> Check one: <input type="checkbox"/> Electrical Permit work item selected with sign application <input type="checkbox"/> Electrical Permit work item not selected – Existing		



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Planning Division at planning@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.

Structural Plan Review- Check all that apply

- Proposed sign is installed on a pitched roof. Roof signs as defines in the Bend Sign Code are prohibited.
- Proposed sign is a projecting sign as defined in the Bend Sign Code.
- Proposed sign is installed on the building and weighs 80 pounds or more.
- Proposed sign is a freestanding sign over 32 square feet in area and/or over 6 feet in height. Footing inspection required.

If any box is checked please provide detailed construction and installation plans. Engineer stamped plans may be required.

Key

- (a) Measured area of proposed sign including the base, supports, frames and decorative elements. Only one side of a double-sided sign with equal dimensions is measured. The largest side is measured for unequal double-sided signs. All exterior sides are measured for v-shaped and multiple sided signs. Multiple window signs may be measured as a single sign if on one elevation, first floor, and for one occupant and provided the signs are adhered non-illuminated signs such as vinyl or painted window signs.
- (b) Overall maximum width, height and depth of the proposed sign. Include the supports, frames and decorative elements.
- (c) Projection from building, as measured from the wall or fascia to the outer edge of the sign.
- (d) Clearance, as measured from the bottom of the sign to finished grade below.
- (e) Height above grade, as measured from the top of the sign to finished grade below.



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