



Building Safety Division
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TOPIC: Building Code Aspects for Freestanding Signs, Building Signs, and Similar Structures

**CODE: Current Adopted Structural Specialty Code
Current Adopted Energy Efficiency Specialty Code
Current Adopted Electrical Specialty Code
Bend Code Title 9.50**

I. Purpose

The purpose of this document is to establish standards for the installation of Signs in the City of Bend in order to provide adequate and uniform Building Safety Code standards. These guidelines may be subject to change at any given time under the authority of the Building Official.

II. Guidelines

1. Bend Code Chapter 9.50 regulates all other aspects of Signs not specified in this document.
2. The following Sections of the Current Oregon Structural Specialty Code (OSSC) Appendix H shall apply to Building Safety Division authority for Signs not regulated in other Sections of the OSSC:
 - a. H101.1 - General
 - b. H103.1 - Location
 - c. H105 Design & Construction
 - d. H106.1 and 106.2 – Electrical
 - e. H107- Combustible Materials
3. Building permits are required for freestanding signs 6 feet and greater in height or greater than 32 square feet in area, and building signs that weigh greater than 80 lbs. or that project more than 18” from the exterior wall and are greater than 8 square feet in area, or any sign that affects a non-exempt structure.
4. Electrical permits per OESC. Electrical components within a sign such as internal or neon lighting are covered by the sign permit, but to connect to a circuit, an electrical permit is required. Lighting for awnings or indirect lighting for signs require a separate electrical permit.
 - a. Signs with electrical components. When a sign includes electrical components, the applicant must either be a licensed State of Oregon electrical contractor or the owner of the property.
 - b. Electrical contractor. Permits for signs containing electrical components will be issued only to an appropriately licensed State of Oregon electrical contractor or the owner of the property.
5. Construction documents must be provided for all Signs requiring a permit.
 - a. Construction documents for freestanding signs greater than 6 feet in height or greater than 32 square feet in area, and building signs that weigh greater than 80

lbs. or that project more than 18" from the exterior wall and are greater than 8 square feet in area, or any sign that affects a non-exempt structure must bear the stamp of a Design Professional registered in the State of Oregon.

III. Procedure

Permit Submittal Requirements:

1. Complete and submit a Construction Permit Application. Application shall be made to the City of Bend and shall consist of the following:
 - a. Provide a parcel map, show all building(s), structure(s) and location of Sign, and indicate what is new (N) and existing (E), show all property lines. The parcel map must be drawn to scale and fully dimensioned.
 - b. Provide a vicinity map, include the street that the project is on and the cross street, and include a north arrow.
 - c. Provide the location(s) of all parking stalls.
 - d. Provide structural details of base and/or mounting system. See Section II above for stamping requirements.
 - e. Electrical design shall be per NEC.