



SIGN PERMIT SUBMITTTAL CHECKLIST

This checklist provides the minimum documentation necessary for a sign permit review. The plan reviewer may request applicants to send more information as necessary to clearly show compliance with all applicable codes. The plan reviewer will return incomplete applications. In addition, the term “sign” does not depend on the content of the message or image conveyed.

A. MINIMUM REQUIRED DOCUMENTATION

☐ [Property Owner Authorization Form](#)

☐ [Worksheet](#) – complete one worksheet for each separate sign

☐ Sign District (refer to [Sign District Map](#))

☐ Vicinity Map (provide a snapshot of the site location, location, and name of streets)

☐ Sign Details

☐ Provide scaled drawing of proposed sign, include dimensions (length, height, depth, and sign area)

☐ Describe sign face material

☐ Describe sign frame material

☐ Provide image of sign colors (provide an image of the sign as it will appear when illuminated at night and during daylight hours)

☐ Electrical details – If Illuminated

☐ [Electrical Permit Application](#)

☐ Provide method and type of illumination (internal or external lighting plans)

☐ Provide type and style of light fixture and the fixture location (note on plans: *“Applicant agrees that at time of construction and installation all illuminated signs with light fixtures will comply with the outdoor lighting criteria per the Bend Development Code”*).

☐ Electronic Message Signs

Currently electronic message signs and other similar signs and devices are prohibited.

☐ Historic Approval (for signs in a historic district, or on a historic building or site)

☐ Provide photographs of all sides of the property and/or building structure(s)

- ☐ Provide photographs of the adjacent surrounding properties
- ☐ Provide a list of existing signs to be removed by the applicant when the sign permit is issued.
- ☐ Provide Historic Review Planning Application number.

B. BUILDING SIGN REQUIREMENTS

Signs attached to or are inside a building in a location visible from outside the building.

- ☐ Sign Inventory for tenant
 - ☐ Provide photographs or a list of the of existing sign(s) on the building. Note any sign(s) to be removed by the applicant with the approval of the sign permit.
 - ☐ Provide building elevation that show the location of the proposed sign, include a unique numerical or alphabetical identifier for each sign (i.e., Sign A, B, C)
- ☐ Sign Area Allowance Calculation ([Bend Municipal Code 9.50.090](#))
- ☐ Building elevation(s) including the following:
 - ☐ Scale drawing
 - ☐ Building height.
 - ☐ Façade length
 - ☐ Tenant frontage (provide the primary façade as defined in the sign code)
 - ☐ Height to top of signs from finished grade
 - ☐ Parapet height from roof line (if installed on parapet)
- ☐ Mounting and installation details (show location of all points of contact)
- ☐ Projection away from the building (distance)
- ☐ Distance over the property line if applicable (if the sign projects over the property line, into city right-of-way, a revocable permit may be needed.)
- ☐ Vertical clearance from bottom of sign to sidewalk or finished grade below (dimension)
- ☐ Engineering and method of attachment to building (for signs or devices that weight more than eighty pounds, or as required by the Building Official)

C. FREESTANDING SIGN REQUIREMENTS

Signs that are not on a building and are supported by a foundation in the ground.

- ☐ Site Plan
 - ☐ Drawn to scale.
 - ☐ North arrow

- ☐ Property lines must be on the site plan and so shown.
- ☐ Site address and name of adjacent Streets
- ☐ Location of proposed sign(s), including unique numerical or alphabetical identifiers (i.e., A, B, C)
- ☐ Location of easements
- ☐ Vision Clearance Areas ([Bend Development Code 3.1.500](#))
- ☐ Distance from sign to property line(s)
- ☐ Distance from sign to easement(s)
- ☐ Distance from Bend Parkway centerline to the sign (sites in Sign District 6)
- ☐ Mark the location of the public entrance(s)
- ☐ Foundation details (footing and constructions plans needed for signs over thirty-two square feet in area and signs over 6-feet in height)
- ☐ Structural calculations (compliance with the Oregon Structural Specialty Code (OSSC), prepared by an Oregon Licensed Engineer)

D. MAY BE REQUIRED

Based on the location or scope of project.

- ☐ Master Sign Plan (provide a copy of the relevant sign regulations for the tenant space or on the site)
- ☐ Alteration, modification, or location details (changing the sign from illuminated to non-illuminated, or vice versa, increasing or decreasing the sign dimensions, or changing the location)
- ☐ Awning and Canopy details (fabric over a frame, attached to a building or freestanding, with or without signs or images)
- ☐ Nonconforming Sign details (alter, remove or otherwise bring a nonconforming sign into compliance)
- ☐ Subdivision Plat Map (residential subdivisions or a multiple-family complex)

Please note: The City of Bend will periodically adopt and amend updated versions of the Sign Code. This checklist is subject to revision at any time, a new checklist is available from the City of Bend Planning Division. This checklist applies only to the requirements of Bend Code Title 9 Buildings, Chapter 9.50 Signs, and is not a complete or exhaustive list of the requirements of any adopted Code, or of all elements which should be included in a plan set, nor does it contain complete

information describing what your permit application must contain to demonstrate compliance with the applicable codes. Please contact the Planning Division for more information.