



Fee Paid Date \_\_\_\_\_ By \_\_\_\_\_

**FEE:** See Permit Fees Below

**S**

**SIGN PERMIT**

Property Location: \_\_\_\_\_ Zone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email \_\_\_\_\_

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Sign Installer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Installer Address: \_\_\_\_\_ CCB #: \_\_\_\_\_

*Sign Installer needs to have a City of Astoria Occupational Tax for the current year.*

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I agree to erect the proposed sign according to the description, plan, and specification of this permit and in accordance with the Astoria Development Code, City Code, Building Code, and any other City codes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE PLAN AND SIGN DIAGRAM:** *A Site Plan depicting building and/or property lines and the location of all existing and proposed signs is required. The Plan must include dimensions of signs, and distances to all property lines on projecting and freestanding signs. A sign diagram is required which must show the general appearance of the sign with dimensions noted. Signs proposed for historic structures must also include how they will be attached to the building. These plans and diagrams are not required to be in final form and may be hand drawn by the applicant.*

**FILING INFORMATION:** *A Pre-Application meeting with the Administrative Assistant may be required prior to acceptance of the application as complete. Only complete applications will be reviewed for approval.*

**PERMIT FEES:**

*Sign painted on wall or window, & not applied by screws, nails, etc*

Face Change Only	Free
Less than 10 square feet	\$10.00
10 square feet to 50 square feet	\$20.00
51 square feet to 100 square feet	\$30.00
Over 100 square feet	\$40.00
Freestanding, projecting, or structural signs that require a Building Permit	Fee based on value of sign (Min fee - \$25.00 + Surcharge \$3.00)

*Note: Either a Sign Permit or a Building Permit (not both) is required depending on style of sign.*

**APPROVED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BUILDING FRONTAGE:** North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

*“Building Frontage” is the lineal frontage of a building along a public street, waterway, or any other exterior building wall facing a parking lot, excluding alleys. It includes only the portion of the building that is occupied by your business or activity. [See Section 8.120(D)]*

**SITE FRONTAGE:** \_\_\_\_\_

*“Site Frontage” is the lineal frontage of a site on a public street, excluding alleyways.*

**NUMBER, SIZE, AND TYPES OF EXISTING SIGNS:** \_\_\_\_\_

**PROPOSED SIGNAGE:** *Sign is anything visible from the outside that conveys the message of your business or activity.*

**SIGN NO. 1 - TYPE OF SIGN:** \_\_\_\_\_

*Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.*

**DIMENSIONS:**

Vertical/Horizontal \_\_\_\_\_ Square Footage \_\_\_\_\_

Clearance Above Sidewalk \_\_\_\_\_ Projection Beyond Property Line \_\_\_\_\_

**Material & How Attached:** \_\_\_\_\_

**SIGN NO. 2 - TYPE OF SIGN:** \_\_\_\_\_

*Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.*

**DIMENSIONS:**

Vertical/Horizontal \_\_\_\_\_ Square Footage \_\_\_\_\_

Clearance Above Sidewalk \_\_\_\_\_ Projection Beyond Property Line \_\_\_\_\_

**Material & How Attached:** \_\_\_\_\_

**SIGN NO. 3 - TYPE OF SIGN:** \_\_\_\_\_

*Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.*

**DIMENSIONS:**

Vertical/Horizontal \_\_\_\_\_ Square Footage \_\_\_\_\_

Clearance Above Sidewalk \_\_\_\_\_ Projection Beyond Property Line \_\_\_\_\_

**Material & How Attached:** \_\_\_\_\_

**SIGN NO. 4 - TYPE OF SIGN:** \_\_\_\_\_

*Awning, canopy, marquee, banner, freestanding, monument, projecting, roof, window, wall.*

**DIMENSIONS:**

Vertical/Horizontal \_\_\_\_\_ Square Footage \_\_\_\_\_

Clearance Above Sidewalk \_\_\_\_\_ Projection Beyond Property Line \_\_\_\_\_

**Material & How Attached:** \_\_\_\_\_

**REMARKS:** \_\_\_\_\_