



# Sign Permit

City of Klamath Falls Planning Department  
226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

File Number: \_\_\_\_\_

General regulations regarding the installation of signs in the City of Klamath Falls are provided on the back of this permit. To review specific regulations, please refer to City Code Section 8.025 and Community Development Ordinance Sections 14.300 – 14.368, available for review or purchase at the City Planning Department and on the web site: [www.ci.klamath-falls.or.us](http://www.ci.klamath-falls.or.us).

### APPLICANT INFORMATION

Please check primary contact person (TO BE COMPLETED IN INK)

Landowner Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

General Contractor: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

Contractor's License No: \_\_\_\_\_ City Business License No: \_\_\_\_\_

### JOB SITE INFORMATION

Property Address: \_\_\_\_\_

Map & Tax Lot Number(s): \_\_\_\_\_

Subdivision, Lot & Block: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Total Size of Parcel(s): \_\_\_\_\_

### PROPOSED SIGN(S) & SITE INFORMATION

*A dimensioned drawing of the building face and sign is required for review.*

• Number of Signs (Sign Permit Fee is \$25 Per Sign): \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

• Sign Type(s) (check all that apply): -Projecting    -Free Standing    -Awning    -Temporary  
-Marquee    -Wall (flush)    -Banner    -Illuminated

• Sign Face Dimensions → Height: \_\_\_\_\_ Width: \_\_\_\_\_

• Sign Structure Dimensions → Height: \_\_\_\_\_ Width: \_\_\_\_\_

• Building Dimensions → Street Frontage: \_\_\_\_\_ Building Height: \_\_\_\_\_

• Setback Dimensions\* → Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side#(\_\_\_\_): \_\_\_\_\_

\*Setbacks as measured from property lines. #Please specify which side. For example: N, W, E, S, NW, NE, SW, or SE.

CONDITIONS (for official use only):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

↓ THIS PERMIT ONLY VALID WITH COMPLETE SIGNATURES ↓

Property Owner or Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

City Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_

(continued)

**TABLE FROM THE CITY COMMUNITY DEVELOPMENT ORDINANCE (CDO) SECTION 14.348:**

**TABLE 2  
NUMBER, DIMENSION AND LOCATION OF  
INDIVIDUAL SIGNS BY ZONING DISTRICT**

Individual signs shall not exceed the applicable maximum number, dimensions or setbacks shown on this table.

	SF	MD	A	NC	PUB <sup>1</sup>	GC	LI	I	DB <sup>2</sup>
<b>FREESTANDING SIGNS</b>									
Maximum area per sign face (sq. ft.)	6	6	6	32	32	80	80	80	40
Maximum height (feet)	5	5	5	8	25	25	25	25	8
Setback for signs 8 feet or less in height	5	5	5	5	5	5	5	5	0
Setback for signs greater than 8 feet in height	N/A	N/A	N/A	N/A	25	25	25	25	N/A
Number Permitted Per Lot:	1	1	N/A	N/A	1	N/A	N/A	N/A	N/A
1 Per 175 feet of street frontage:	N/A	N/A	1	1	N/A	1	1	1	1
<b>BUILDING MOUNTED SIGNS</b>									
Area	2	2	2	N/A <sup>3</sup>	N/A <sup>3</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>
Wall Area <sup>5</sup> (Percent <sup>6</sup> )	N/A	N/A	N/A	10%	N/A	15%	5%	5%	5%
Projecting <sup>7</sup> (sq. ft. per face)	N/A	N/A	N/A	12	12	24	24	24	4

<sup>1</sup> This column does not represent a zoning district. It applies to institutional uses permitted under the zoning ordinance in residential & public facility zones. Such uses may include, but are not necessarily limited to, churches, schools, funeral homes and cemeteries.

<sup>2</sup> Must comply with Downtown Business Zone Design Review Standards and be approved by the Downtown Design Review Commission.

<sup>3</sup> Total building sign area permitted equals 1.25 square feet for each linear foot of total building frontage for the first 200 feet of frontage, plus ½ square foot for each additional linear foot of building frontage.

<sup>4</sup> Total building sign area permitted equals 2 square feet for each linear foot of total building frontage for the first 200 feet of frontage, plus ½ square foot for each additional linear foot of building frontage.

<sup>5</sup> This total area percentage shall include temporary signs.

<sup>6</sup> The percentage figure here shall mean the percentage of area of the wall of which such sign is apart or to which each such sign is most nearly parallel.

<sup>7</sup> Maximum projection of any projecting sign shall not exceed four feet.



# Building SIGN Permit – *Supplemental Information*

Community Development Department - Building Division

305 Main Street, Klamath Falls OR 97601

Phone: (541) 883-5121 #1 or (800) 378-1304 #1

Fax: (541) 885-6756 Web: www.co.klamath.or.us

## BACKGROUND

The Oregon State Building Code regulates removal, demolition, and alteration of buildings, manufactured dwellings, and other structures. And specifically: “*Signs shall be designed, constructed and maintained in accordance with this code*”. The applicant first obtains approval from the applicable Planning Division, and permits and inspections are required by the County Building Division. Following is a summary of the requirements of the County Building Division for installation of signs.

## BUILDING DIVISION PROCESS

- Provide an approved Land Use Compatibility Statement (LUCS) or other form of approval from the Planning Department of the jurisdiction having Land Use authority over the project site (Klamath County, City of Klamath Falls, Merrill, Malin, Bonanza, or Chiloquin);
- Provide site plan approved by applicable jurisdiction(s) and indicating property lines and dimensions, north arrow and scale. Identify yard setbacks, distances to property lines, streets, alley, curbs, driveways, vision clearance areas and any recorded easements;
- Complete a Structural permit application, and;
- Complete a Electrical permit application if sign is illuminated;
- Submit two sets of sign drawings, drawn to scale with material specifications and all structural connections and supports identified and detailed. See below for other submittal requirements.
- Coordinate with all utility locators/providers for conflicts with utilities (electric, gas, water, sewer, etc.).
- Remit fees and receive permit, post locator card at site, and request any required pre- inspection(s);
- Proceed with project, receive interim inspections if required by plans examiner;
- Project is complete when final inspection is approved by the building inspector.

## SPECIFIC SUBMITTAL REQUIREMENTS

### **FREE-STANDING (Monument or Pole Signs):**

- An Engineered plan, stamped and signed by an Oregon State Licensed Professional may be required for any sign over 8 feet in height.
- An Engineered plan, stamped and signed by an Oregon State Licensed Professional may be required when the area of the face of the sign or aggregate area of all signs on the sign structure exceeds 36 square feet and the structure exceeds six feet in height.
- Foundation plan with cross sections of footings to show depth, width, and any reinforcement (rebar).
- Sign elevations showing length and width of the sign, height from grade to the top of the sign and height from grade to the bottom of the sign. Also detail sign materials and connections or attachment details of the sign to the pole or post (diameter, length and placement of bolts, etc.).
- Permission to encroach in any utility easement is required. Encroachment into right-of-way easements is prohibited. It is the applicant's responsibility to obtain these clearances.

### **WALL or ROOF MOUNTED (Awning / Canopy, Projecting, or Flush Mounted Signs):**

- Wall elevation plan showing the width and height of the building's wall to which the sign will be attached.
- Sign elevations showing the width and height of the letters or signage, and placement on the building.
- Attachment details showing diameter, length, and placement of bolts, and to what the sign will be attached (masonry, EIFS, wood).
- Cross section of the building structure showing method of attachment and number and size of fasteners.

## SIGNS EXEMPT FROM BUILDING PERMITS

The following signs are exempt from the requirements to obtain a building permit before erection:

- **Painted non-illuminated and non-projecting wall or roof mounted signs not exceeding 12 square feet.**
- Temporary signs announcing the sale or rent of property.
- Signs erected by transportation authorities.
- **Projecting non-illuminated signs not exceeding 6 square feet.**
- The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

## BUILDING DIVISION FEES

### **STRUCTURAL PERMIT:**

Per State Building Code, structural permit fees are determined by project “valuation” and include cost for all equipment, materials, labor, overhead, and profit for the work performed. Applicant shall provide bid documents determination of valuation. A minimum fee will be assessed per current year structural permit application.

### **ELECTRICAL PERMIT:**

Per State Building Code, electrical permit fees are determined by fee schedule on current electrical permit application.