

# CITY OF SPRINGFIELD, OREGON



225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: (541) 726-3753 • FAX: (541) 726-3689

Temporary Sign Permit - Community Services Division

City Job Number \_\_\_\_\_

Job Location \_\_\_\_\_

Assessors Map \_\_\_\_\_ Tax Lot \_\_\_\_\_

*Business Name* \_\_\_\_\_

Business Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

*Owner of Property* \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Contractor/Installer* \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Construction Contractors License # \_\_\_\_\_ Expires \_\_\_\_\_

Description \_\_\_\_\_

Date of Installation \_\_\_\_\_ Date of Removal \_\_\_\_\_

**Permit Fee: \$243.80 including \$106.00 Deposit and applicable fees.**

**By signature, I state and agree** that as owner or owners' agent I have carefully completed this application and hereby certify that all information herein is true and correct. I further agree and understand that individual banners and portable signs subject to this permit may not be larger than 60 square feet. I also agree and understand that temporary signs shall be removed within 30 days from the date listed above. If the temporary sign(s) are not removed within the timeline specified, I will forfeit the \$106.00 deposit. I also understand that this special permit can only be issued four (4) times per calendar year per development area. I also agree to call the inspection line at (888)-299-2821 by the end of the 30<sup>th</sup> day to schedule an inspection to verify the removal of the temporary sign(s). This inspection will begin the process to return the deposit if the temporary sign(s) have been removed.

*Property Owner / Owners Agent Signature* \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use** Date of Application \_\_\_\_\_ Job # \_\_\_\_\_

Amount Collected \_\_\_\_\_ Receipt # \_\_\_\_\_ Issued By \_\_\_\_\_