

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: \$225.00 including \$100.00 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 \$100.00 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 30th 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 _____