



City of Sisters Sign Permit Application

See Chapter 3.4 of the Sisters Development Code

Fee Schedule: First Sign	\$100.00
Each Additional Sign	\$40.00

Ownership and Applicant Information

Applicant / Owner Name(s): _____ Phone: _____
 Address: _____ Email: _____
 Designer / Installer: _____ Phone: _____
 Address: _____ Email: _____

Property Information

Property Description: T _____ R _____ S _____ Tax Lot(s) _____ Zone: _____
 Property Address: _____ Establishment Name: _____

Sign Type

Wall Size _____ X _____ Façade Dimensions _____ X _____

Additional Wall Size _____ X _____ Façade Dimensions _____ X _____

Existing wall signs on the same façade Size _____ X _____ Clearance _____ Height _____

Freestanding Size _____ X _____ Height _____ **ONE PER FRONTAGE**

Projecting/Hanging Size _____ X _____ Clearance _____

Awning/Canopy Clearance _____

Other, Please describe _____

BEFORE APPLICATION IS ACCEPTED – PLEASE READ THE FOLLOWING:

Please do not order any signs until all approvals have been met. Building permits are required for all signs.

- You must include a scale drawing of the sign, placement of sign (plot plan and elevation of the building), sign lettering, sign colors, construction materials and any lighting proposed. Please add length of building walls and height (based on code). Please include all types of hardware being used to ATTACH the sign to the building, etc.
- This approval does not authorize signs that are not permitted under applicable CCRs or other private regulation of the property. You should check all applicable CCRs or other regulations before applying for your sign permit.

Owner / Applicant Signature

Date

City Approval

Date

Building Department

Date

For Office Use Only:

Date Received: _____	Fee Paid: _____
Rec'd By: _____	Receipt #: _____
Date App COMPLETE: _____	File #: _____
Deemed COMPLETE by: _____	