



# CITY OF MYRTLE CREEK

207 NW Pleasant, P.O. Box 940, Myrtle Creek, OR 97457

Phone 541-863-3171, Fax 541-863-6851

MC \_\_\_\_\_

## Sign Permit

<i>**For City Use Only**</i>	
Approved: _____	Date: _____
Final Inspection: _____	Date: _____

Applicant(s):  
 Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_

Owner(s):  
 Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Property ID: \_\_\_\_\_

PLEASE INCLUDE THE FOLLOWING:

1. A scaled drawing or picture of the sign including dimensions;
2. A map of the proposed sign location including all property lines, structures, streets and sidewalks;
3. For Wall Signs: An elevation of the wall including: location, dimensions and square footage of existing signs as well as the length of the entire building wall (not tenant space);
4. For Freestanding Signs: A map displaying the location of existing projecting, roof and free standing signs on the site.

**\*\* A building permit may be required. Please verify with the Douglas County Building Department;**  
**\*\* An electrical permit may be required. Please verify with the Douglas County Building Department;**

### TYPE OF SIGN/LOCATION

Free Standing Sign \_\_\_\_\_ Wall Sign \_\_\_\_\_ Roof Sign \_\_\_\_\_  
 Sign Address and Location \_\_\_\_\_

### SIGN DIMENSIONS

Horizontal Dimension \_\_\_\_\_ Vertical Dimension \_\_\_\_\_  
 Distance to Street \_\_\_\_\_ Total Square Footage \_\_\_\_\_

I understand that I need to call for Utility Locate 48 hours prior to beginning construction (1-800-332-2344) and upon project completion will call the Myrtle Creek Planning Department for a Final Site Inspection.

(Applicant Signature) \_\_\_\_\_

Waiver: I understand it is the responsibility of the applicant and property owner to consider issues such as drainage, flooding, soil stability, or excessive slopes in this project. I also understand that approval of this Fence Permit does not release me from compliance with private covenants, restrictions, or easements affecting this property. I attest that all the information provided within this application is true and accurate.  
 (Initials) \_\_\_\_\_