



## City of Sweet Home

Community and Economic Development Department- Building Program

3225 Main Street, Sweet Home OR 973686 541-367-7993 e-Permits: BuildingPermits.Oregon.gov

# SIGNS

**Please provide a completed Building Permit Application and three (3) sets of plans which include the following information:**

*A Plan review deposit fee will be required and is based on the ICC Building Valuation Data tables.*

- Complies with SHMC 17.50.050 – 17.50.090
- Site Plan** shall include the following information:
  - Complies with SHMC 17.50.050.100 – 17.50.130
  - Placement of sign(s) on site (if freestanding or projecting)
  - Distance of sign(s) to property lines and building(s)
  - Existing/proposed buildings
  - Property lines, include measurements
  - Setbacks
  - Names of all adjacent streets or driving lanes
  - Length of frontage on public streets
  - North arrow
- Elevation:** show the following for freestanding and attached signs:
  - Dimensions of sign(s) including square footage
  - Distance from bottom of sign(s) to grade
  - AND, If freestanding:*
    - Overall height and width
    - AND, If attached to the building:*
      - Height and length of building
      - Buildings square footage
      - Location of sign(s) on the building
- Fabrication Details:**
  - Note materials used in manufacture.
  - AND, if welding is to be done, either in the field or at the shop*
  - Provide the name of the special inspector(s) and proof of the inspection, if applicable.
  - Note if illuminated.
- Connection Details:**
  - Show or note how the sign(s) is attached to the building or post(s)
  - Show footing detail (freestanding sign)
    - Width and depth
    - Rebar placement and anti-rotation device

**Apply for Electrical Permit through:** Linn County Planning and Building Department  
300 SW 4<sup>th</sup> Street, Room 114, Albany, OR 97321, (541) 967-3816

**Signs located on Hwy 20 and Hwy 228:** Contact O.D.O.T. for any additional regulations and approval.  
(541) 757-4111