



SIGN PERMIT - PERMANENT DEVELOPMENT SERVICES DEPARTMENT

226 S. 5th Street, Klamath Falls, Oregon 97601
(541) 883-4950

www.KlamathFalls.city
devservices@klamathfalls.city

Applicant Information

File No.: _____

Applicant: _____ Contact Phone: _____
Business Name: _____ Contact Email: _____
Business/Sign Address: _____ Business License No.: _____
Property Owner: _____ Owner Signature: _____
Sign Contractor: _____ Contractor Business License No.: _____

Property and Building Information

Map & Tax Lot Number: _____ Zone: _____ Building Height: _____
Building/Storefront Length (ft): Front: _____ Side(s): _____ Rear: _____
Street Frontage (ft): Front: _____ Side(s): _____ Rear: _____

Sign Information

A diagram of the sign and building face/sign structure is required for review.

Sign Type(s)

- | | | | |
|---|---|---------------------------------------|----------------------------------|
| <input type="checkbox"/> - Freestanding | <input type="checkbox"/> - Wall | <input type="checkbox"/> - Projecting | <input type="checkbox"/> - Roof |
| <input type="checkbox"/> - Portable (Private) | <input type="checkbox"/> - Portable (ROW) | <input type="checkbox"/> - Marquee | <input type="checkbox"/> - Other |

Building Sign Properties

Sign Face(s): Height: _____ Width: _____ Total Area: _____ Percent of Wall Area: _____
Sign Structure: Height: _____ Width: _____ Projection: _____ Changeable Copy: ☐ Yes ☐ No

Freestanding and Portable Sign Properties

Sign Face(s): Height: _____ Width: _____ Total Area: _____ Changeable Copy: ☐ Yes ☐ No
Sign Structure: Height: _____ Width: _____ Number of Existing Freestanding Signs on Lot: _____
Setbacks* (ft): Front: _____ Sides: _____ Rear: _____

***Note:** Setbacks are measured from property lines, not sidewalks. The City recommends hiring a surveyor to determine accurate property lines.

CONDITIONS AND FEES (for official use only):

Fee: _____ Date Paid: _____

- ☐ Applicant must obtain required permitting from the Klamath County Building Department prior to sign installation.
☐ Other _____

↓ **THIS PERMIT ONLY VALID WITH COMPLETE SIGNATURES** ↓

Authorized Representative: _____ Date: _____
City Planning Division: _____ Date: _____

SIGN PERMIT APPROVAL IS VALID FOR 1 YEAR FROM DECISION DATE

Required Submittals

- A site plan, drawn to scale, including adjacent streets, exact location of proposed sign(s), setbacks, and all existing signs.
- A diagram of the sign(s) showing dimensions of the sign face and structure, method of attachment, and ground clearance.
- If submitting plans for multiple signs simultaneously, attach additional sheets. Separate permits are not necessary.
- Fee: \$75 per sign.

Note: Structural and electrical permits are obtained from the Klamath County Building Department.

Regulations

General regulations regarding the installation of signs in the City of Klamath Falls are provided below. To review specific regulations, please refer to City Code Section 8.025 and Community Development Ordinance (CDO) Sections 14.300 – 14.368, available for review or purchase at City Development Services and on the City of Klamath Falls web site: www.klamathfalls.city

CDO SECTION 14.348 – TABLE 2

Number, dimensions, and location of individual signs by zone

	Zoning (all dimensions are in feet)									
Freestanding Signs⁹	SF	MD	A	NC	MU	PUB¹	GC¹²	LI	I	DB²
Maximum Area (sq. ft.) (per sign face)	N/A ⁸	N/A ⁸	6 ⁸ /32 ¹¹	32	80	32/80 ¹¹	80	80	80	40
Maximum Height	N/A ⁸	N/A ⁸	5 ⁸	8	10	25	30	25	25	8
Setback for Signs										
• ≤10 feet in height	N/A ⁸	N/A ⁸	5	5	5	5	5	5	5	0
• >10 to 15 feet in height	N/A	N/A	N/A	N/A	N/A	15	15	15	15	N/A
• >15 to 30 feet in height	N/A	N/A	N/A	N/A	N/A	25	25	25	25	N/A
Number permitted per lot	1	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A
Number permitted per 175 feet of street frontage	N/A	N/A	1	1	1	N/A	1	1	1	1
Building	SF	MD	A	NC	MU	PUB¹	GC¹²	LI	I	DB²
Area	N/A ¹⁰	N/A ¹⁰	N/A ¹⁰	N/A ³	N/A ⁴	N/A ³	N/A ⁴	N/A ⁴	N/A ⁴	N/A ⁴
Percent ⁶ of Wall Area ⁵	N/A ¹⁰	N/A ¹⁰	N/A ¹⁰	10%	15%	N/A	15%	5%	5%	5%
Projecting ⁷ (sq. ft. per face)	N/A	N/A	N/A	12	24	12	24	24	24	12

¹ This column does not represent a zone. It applies to institutional uses permitted under the zoning ordinance in public facility and residential zones. Such uses may include, but are not necessarily limited to, churches, schools, funeral homes and cemeteries.

² Must comply with Downtown Business Zone Design Review Standards.

³ Total building sign area permitted equals 1.25 square feet for each linear foot of total building frontage for the first 200 feet of frontage, plus one-half square foot for each additional linear foot of building frontage.

⁴ Total building sign area permitted equals two square feet for each linear foot of total building frontage for the first 200 feet of frontage, plus one-half square foot for each additional linear foot of building frontage.

⁵ This total area percentage shall include temporary signs.

⁶ The percentage figure here shall mean the percentage of the area of the wall of which such sign is a part or to which each such sign is most nearly parallel.

⁷ Maximum projection of any projecting sign shall not exceed four feet.

⁸ Freestanding signs identifying the name of a neighborhood or subdivision in residential zones shall be permitted with a maximum of two signs: one per street frontage, 50 square feet per face and five feet in height.

⁹ Multi-tenant centers or buildings—Multi-use building or structure may have one freestanding sign facing each street which the building has frontage. The maximum size restriction may be increased up to 50% if three or more occupants share the same freestanding sign.

¹⁰ Wall mounted signs for residences with licensed home occupations and residential businesses shall be limited to four square feet and 12 square feet, respectively.

¹¹ With an approved CUP.

¹² On properties that are developed, abut Highway 97 right-of-way, and are zoned General Commercial, the maximum size and height restrictions of one freestanding sign may be increased by up to 50% if the lot or parcel on which it is placed is larger than five acres and/or contains more than 25,000 sq. ft. of gross building floor area.