

| | Portable | Banner and Balloon | | | Temporary Fascia and Freestanding |
|-------------------------------|---|---|-------------|-------------|--|
| Size | In public rights-of-way, signs may not exceed a total 8 sq. ft. in area, with a maximum of 4 ft. (42 inches displayed height) tall and maximum of 2.5 ft. (30 inches) wide. | ZONE | Temporary | Permanent | Lawn signs: up to 3 sq. ft. of sign is allowed on a single support. |
| | | OS, R, CN, CO1, CM | 32 sq. ft. | 32 sq. ft. | Temporary fascia/wall and freestanding signs: may be no larger than 32 sq. ft. in area. |
| | | CS, CX | 50 sq. ft. | 100 sq. ft. | |
| | On private property the sign may be as large as 12 sq. ft. | CO2, CG, E, I | 100 sq. ft. | 200 sq. ft. | Temporary freestanding signs: may have two faces of 32 sq. ft. in area, provided the two faces are within 90 degrees of each other. |
| | | Balloon signs may not be permanent and the maximum height is 25 ft. | | | |
| Number | Limited to the number of public entrances per building or buildings on the site. Multiple doors at one entrance count as a single entrance. If there are multiple tenants in a building, which share the same public entrance, only one sign can be registered. Tenants and property owner should coordinate the registration and display of a portable sign. | Up to three small banners, under 32 sq. ft. each, may be displayed per site without a registration, if you place only one per exterior wall or structure. | | | Lawn: no limit. |
| | | Permanent banners are treated as permanent signs and must follow code for permanent signs. | | | Temporary fascia: one per street frontage. |
| | | Only one balloon sign per site is allowed and must be registered. | | | Temporary freestanding: one per site, larger sites may install one per 300 lineal ft. of arterial street frontage. |
| | For sites without buildings, such as surface parking lots, each vehicle entrance counts as one entrance, limited to four portable signs. | | | | |
| | One sign for businesses with service windows, but no public entrance. | | | | |
| Location, Zoning and Mounting | Permanent portable signs are allowed and registered only in: RX (Central Residential), C (Commercial), E (Employment), or I (Industrial) zones, all other zones prohibited. | Banners must be securely mounted on a structure. | | | Lawn: allowed in all zones, but must be placed on private property only |
| | In the public right-of-way (streets and sidewalks), these signs must be within 6 inches of curb and must allow a clear pedestrian path no less than 6 ft. wide. | Balloon signs restricted to RX (Central Residential), C (Commercial), E (Employment), or I (Industrial) and may be located on a building rooftop. | | | Temporary fascia / freestanding: restricted to RX (Central Residential), C (Commercial), E (Employment), or I (Industrial). |
| | Portable signs are prohibited at street corners, transit stop areas, disabled access curb ramps, disabled parking spaces, at building exits or fire escapes, any portion of the street (medians, traffic islands, and parking areas), pedestrian pathways, bicycle paths, and sidewalks less than 8 ft. wide. | | | | Temporary fascia: attached parallel to and not to extend from the façade, must not be attached to fire escapes, and not to exceed 6 inches above roof line. |
| | Portable signs can only be placed on the right-of-way adjacent to the property where the sign is registered or on the private property where the sign is registered. They cannot be placed across the street or a neighboring property. | | | | Temporary freestanding: may have two faces, either back-to-back or at a 90 degree angle to each other. |
| | | | | | |
| Display Period | Temporary portable signs: (real estate open house, garage sale and other temporary events) may be displayed only between 6:00 pm Friday and 8:00 pm Sunday and from 6:00 am to 1:00 pm on Tuesday. May not be used at the same location regularly and must remain temporary. | Banners are limited to 180 calendar days per year. | | | Temporary fascia / freestanding signs: up to two consecutive 180-day periods without a permit or registration. A longer display period requires registration. |
| | | Balloon signs are limited to a maximum of one week per calendar year. | | | |
| Prohibitions | Signs must remain portable and cannot be attached to the ground, pavement, street trees, light or utility poles, sign poles, parking meters, street furniture, etc. | Banner display on roofs, trees or other landscaping is prohibited. | | | Lawn: prohibited in the public right-of-way which includes the street area, sidewalks and the planting strip. |
| | | Banners are prohibited on single family houses and duplexes. | | | |
| | Not allowed in the right-of-way in the Hillsdale Plan District. | More than 4 temporary banners on one site is prohibited. | | | No lights, other electrical components or changing image features. |
| | No lights, other electrical components or changing image features. | | | | Temporary: may not extend into the right-of-way or on the roof. |
| | Not to exceed 12 sq. ft. in area. | | | | |
| Registration | Each portable sign requires a separate registration, the registration options are listed on the registration form, these include: a one year or two year registration, or paying a one time fee. | Banners: larger than 32 sq. ft. or the fourth banner on a site must be registered. | | | Lawn: no registration |
| | | Balloon signs must be registered. | | | Temporary Fascia/Freestanding: may be displayed for two consecutive 180 day periods without permit or registration. A longer display period requires registration and is limited to additional 360 days. |
| | Registration forms and permit applications are available online at www.portlandoregon.gov/bds and in the Development Services Center (DSC) at 1900 SW 4th Avenue. | | | | |
| Inspections | Inspections are random or complaint based. | Inspections are random or complaint based. | | | Inspections are random or complaint based. |
| | Citations may be issued for improper placement, unregistered signs or improperly registered signs. | Citations may be issued for improper placement, unregistered signs or improperly registered signs. | | | Citations may be issued for improper placement, unregistered signs or improperly registered signs. |
| | Citations include a fine for the first infraction, if the same sign is cited three times, BDS will impound the sign and revoke the registration and/or prohibit future registration. | | | | |
| Exemptions | Interior displays and inside windows are exempt. | Interior displays and inside windows are exempt. | | | Lawn: exempt from registration with BDS. |
| | Portable signs: exempt from Design Review. | Banners: in rights-of-way are regulated by PBOT. | | | |
| | | Flags: exempt regardless of size or content. | | | |

Helpful Information

Bureau of Development Services
City of Portland, Oregon
1900 SW 4th Avenue, Portland, OR 97201
www.portlandoregon.gov/bds

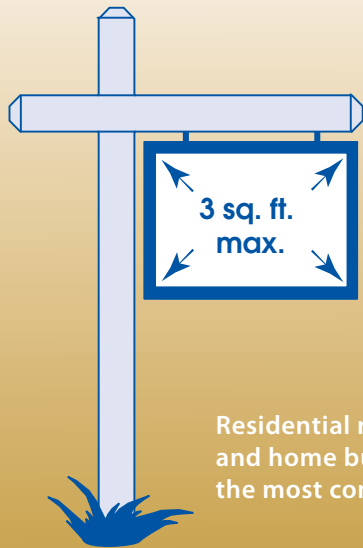
General Office Hours:

Monday through Friday, 8:00 am to 5:00 pm
BDS main number: 503-823-7300

Permit Information is available at the following location:

Development Services Center (First Floor)
For Hours Call 503-823-7310 | Select option 1
Permitting Services (Second Floor)
For Hours Call 503-823-7310 | Select option 4

- Portable Signs.....503-823-7891
- Signs, except portable.....503-823-7379
- BDS main line.....503-823-7300
- DSC automated information line503-823-7310
- Zoning information503-823-7526
- Permit information503-823-7363
- Transportation (PDOT)
 - Banners in rights-of-way.....503-823-5179
 - Sidewalk issues.....503-823-3467
- City of Portland TTY503-823-6868



Residential real estate signs and home business signs are the most common lawn signs



Examples of a properly displayed temporary lawn sign and a temporary freestanding sign

The information in this publication is an overview of portable and temporary sign regulations. Please contact BDS staff to get more detailed information. Sign fee information, permit applications and registration forms are available online and in the Development Services Center (DSC).

A clear pedestrian pathway is required between a portable/a-board sign and any other object or display on the sidewalk, as in the case of a sidewalk cafe.



Banners must be securely mounted on a structure.

For more detailed information regarding the bureau's hours of operation and available services;

Visit our Web site
www.portlandoregon.gov/bds

Online the Signs information, is located under the Permits tab | in the drop-down choose Signs.

Note: All information in this brochure is subject to change.

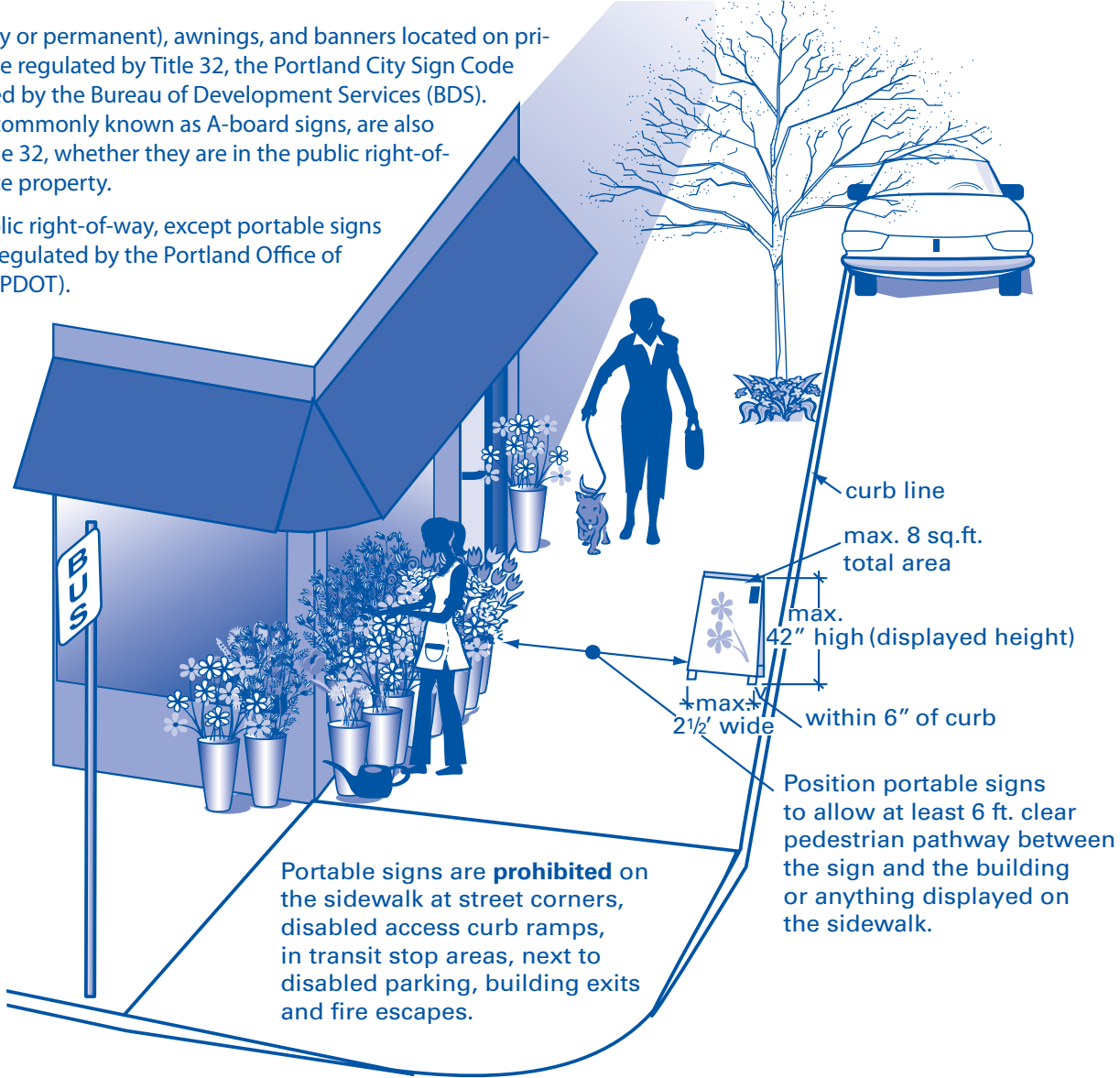
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Signs: Portable and Temporary

Signs (temporary or permanent), awnings, and banners located on private property are regulated by Title 32, the Portland City Sign Code and administered by the Bureau of Development Services (BDS). Portable signs, commonly known as A-board signs, are also regulated by Title 32, whether they are in the public right-of-way or on private property.

Signs in the public right-of-way, except portable signs (A-boards), are regulated by the Portland Office of Transportation (PDOT).



| Type of Sign | Definition |
|---|--|
| Portable | Movable sign that is not attached to a structure or the ground, includes: A-boards, portable reader-boards and similar signs. |
| Temporary portable | Movable sign with specific limited display times, typically used for real estate open houses, garage sales and other temporary events, but may not be used regularly in same location. |
| Banner | A sign made of fabric or other similar non-rigid material supported or anchored at four corners or along top with weighted bottom. A larger banner will require additional support and anchor points. |
| Balloon | Examples include giant inflatable balloons, hot air or flying balloons, fly guys/air dancers and balloon sculpture/arches. |
| Flag | A sign made of fabric or other similar non-rigid material supported or anchored along one edge or two corners. If any side is more than three times as long as any other side the flag becomes a banner. |
| Temporary fascia/freestanding | Registration through BDS when displayed for more than one year |
| Portable signs can only be placed on the right-of-way adjacent to the property where the sign is registered or on the private property where the sign is registered. They cannot be placed across the street or a neighboring property. | |

* For information about permanent signs (other than portable permanent signs) and awnings, please visit the BDS Web site at www.portlandoregon.gov/bds, select the Pemits tab then Signs and Other Permits.



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds



Temporary Sign Registration

Permit number _____

FOR INTAKE, STAFF USE ONLY

Application date _____ Approved by _____
Issued date _____ Zone _____

Use a separate form for each individual sign. Complete applicable sections and please print legibly.

Sign location address _____

[Y] [N] Do you have permission of the property owner to register this sign?

Date of sign installation _____ Date sign to be removed _____

Property owner name _____

Owners mailing address _____

City _____ State _____ Zip code _____

Day Phone _____ FAX _____ e-mail _____

Applicant name (if different from property owner) _____

Applicants mailing address _____

City _____ State _____ Zip code _____

Day Phone _____ FAX _____ e-mail _____

Registration Fees, check one and then complete the referenced section, see reverse for limitations

| | |
|---|---|
| <input type="checkbox"/> \$33 per month temporary banner (Complete A) | <input type="checkbox"/> \$69 per year temporary fascia sign (Complete C) |
| <input type="checkbox"/> \$33 one week temporary balloon (Complete B) | <input type="checkbox"/> \$69 per year temporary freestanding sign (Complete D) |

A - Temporary Banner

Number of banners currently at site: _____ Current banner dimensions: _____

Proposed banner dimensions: _____ Proposed banner total area: _____

Location on building where banner is to be mounted: _____

Attachment/mounting method: _____

B - Temporary Balloon Signs

Proposed balloon height: _____ Balloon mounted on ☐ rooftop ☐ building ☐ ground ☐ Other _____

Anchoring or weighting method: _____

C - Temporary Facia Signs

Size in square feet of proposed sign: _____ Location on building where sign is to be mounted: _____

[Y] [N] Are there additional temporary fascia signs installed on other walls? _____

D - Temporary Freestanding Signs

Size in square feet of proposed sign: _____ Property location for sign (what street it faces) _____

[Y] [N] Are there additional temporary freestanding signs on this site? _____

If yes, what is total street frontage of this site? _____

Temporary Signs and Limitations

Banners

Many, but not all, temporary banners must be registered. Temporary banners are only allowed in non-residential zones and on uses in residential zones such as churches and schools that can use the CN standards. On any site up to three banners, each less than 32 sq. feet can be hung, provided there is not more than one banner on any one wall. Banners may not be hung on roofs. For banners larger than 32 square feet, or a 4th banner on a building, or a 2nd banner on a wall, registration is required. Temporary banner registrations are limited to 6 months during any calendar year. The property/business owner can use those 6 months in any combination provided no more than one registered banner is displayed at a time. Permanent banners must comply with permanent sign standards and be permitted as a permanent sign.

Temporary Balloon Signs

Temporary balloons are limited to being displayed for only one week in any calendar year. Only one balloon sign can be on any one site. Permanent balloon signs are prohibited.

Temporary Fascia and Freestanding Sign

Temporary fascia and freestanding signs are not required to be registered for the first 360 days of display. These temporary signs can be displayed for a second year provided they are registered. After the registration period expires, these signs must be removed or approved as a permanent sign. Temporary fascia signs are limited to an area of 32 square feet and no more than one may be displayed on any building wall. Temporary fascia signs are also limited to an area of 32 square feet per sign face, but may have two faces as much as 90 degrees from each other (back to back). Only one temporary freestanding sign is allowed per site for every 300 feet of arterial frontage.

Payment may be mailed to Bureau of Development Services, 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201, or may be made in the Development Services Center on the first floor. Make checks payable to the City of Portland.

For sign information call 503-823-0631.

Information is subject to change..



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds



Portable / A-Board Sign Registration

Permit number _____

FOR INTAKE, STAFF USE ONLY

Application date _____ Approved by _____

Issued date _____ Zone _____

Use a separate form for each individual sign. Complete all sections below and please print legibly.

Portable sign location address _____

Business name _____

Business owner's name _____

Business mailing address _____

City _____ State _____ Zip code _____

Day Phone _____ FAX _____ e-mail _____

Property owner name _____

Owners mailing address _____

City _____ State _____ Zip code _____

Day Phone _____ FAX _____ e-mail _____

Registration Fees (check one)

☐ \$70 per sign for 1 yr ☐ \$127 per sign for 2 yrs ☐ \$228 per sign for 4 yrs ☐ \$702 per sign one time fee (non-transferrable)

[Y] [N] Do you have permission of the property owner (where the sign is located) to register this sign?

Sign placement (check one)

☐ The sign will be located in the public right-of-way (public sidewalk or planting/parking strip). There must be 6 feet of sidewalk clearance for pedestrians. Signs can only be placed on the right-of-way adjacent to the property where the sign is registered. Signs cannot be placed across the street or on a neighboring property.

☐ The sign will be located only on private property.

Sign dimensions (enter dimensions in boxes to the left of item)

| | |
|--|---|
| | Height of sign: maximum 3 ¹ / ₂ ft. (42") from ground to top of sign when displayed |
| | Width of sign: 2 ¹ / ₂ ft. (30") maximum if in right-of-way |
| | Area of sign face: 8 sq. ft. maximum if in right-of-way (height times width) |
| | 12 sq. ft. maximum if on private property |

Allowed number of portable / A-board signs is equal to (select one and enter number in box):

| | |
|--|--|
| | The number of pedestrian entrances to the entire building(s) on the same site, not just your space |
| | If the primary use of the property is a parking lot or garage, the number of vehicle entrances to the site |

OR

| | |
|--|--|
| | Check box if being used for a Vending Cart |
|--|--|

Payment may be mailed to Bureau of Development Services, 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201, or may be made in the Development Services Center on the first floor. Make checks payable to the City of Portland.

For sign information call **503-823-7306**. Please check our website at www.portlandoregon.gov/bds for current DSC hours.

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