



## City of Umatilla

Building Division

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Umatilla, OR 97882

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### Sign Permit Plans and documentation checklist

The permit process includes a review of your building plans and materials. **If you are submitting paper plans and documentation, you must submit two copies of each item.** The following list is intended to be used as guide in preparing the plans and documentation you must submit. Contact a permit technician for assistance.

- Plot plan and civil drawings**, drawn to scale on minimum size of 11x17 page, which includes the following:
  - North arrow, scale, lot dimensions, setbacks, and all public and/or private easements, names of all adjacent streets, and all property lines including those within the project site.
  - Layout of buildings, sidewalks and parking.
  - All applicable structures and features on the property
  - Information on street frontages (width of right-of-way, type and width of street, including curbs, gutters, sidewalks and pavement type)
- All Plans** drawn to scale with correct building orientation and north arrow.
- Equipment detail:** Smoke detectors, fire alarms, sprinkler system detail.
- Other documents**, including drawings, calculations, documents and information.
- Proposed use.**

*The above checklist items must be submitted for the plan review can be started. Minor changes or notes on submitted plans may be in blue or black ink. **Red ink is reserved for department use only.***