

FENCE, MECHANICAL, AND SIGN PERMITS



What is a Fence Permit for?

Banks requires a fence permit when you are installing a new fence or doing a major renovation to an existing fence. The permit should include the type, height, and location of proposed fence. A site plan is required and should be used to show the property lines and where in relation to the house/building the fence will be located. Be sure to include the location of any fence height changes on the site plan. The fee is due at the time of submittal.

See Banks, OR, Code of Ordinances 151.063

What is a Mechanical Permit for?

Banks requires a mechanical permit when you are installing or replacing an existing heating/cooling unit on your property. The permit should include the type, brand, dimensions, and location of the unit. A site plan is required and should be used to show the property lines and where in relation to the house/building the unit will be located. The fee is due at the time of submittal. You may also be required to get a permit through Washington County.

See Banks, OR, Code of Ordinances 151.080.

What is a Sign Permit for?

Banks requires a sign permit when you are installing or replacing an existing sign on your property. The permit should include the type, brand, dimensions, design, and location of the unit. A site plan is required and should be used to show the property lines and where in location to the house/building the sign will be located. The fee is due at the time of submittal. You may also be required to get a permit through Washington County.

See Banks, OR, Code of Ordinances 150.40

How Do I Apply?

Application forms are available at City Hall and on our website at www.cityofbanks.org .

The Review Process

After the application has been submitted, Staff will review the application. They will analyze:

- The site plan and how it complies with city regulations and setbacks.

With this information in hand, staff will write a memorandum granting approval or denial. Once you have the approved memorandum, this can be taken to Washington County when you apply for your permit. All inspections and permits are handled through Washington County.