



CITY OF JACKSONVILLE
 206 N. 5th Street | P.O. Box 7, Jacksonville, OR 97530
 (541) 899-6873 | www.jacksonvilleor.us

Office Hours -
 Mon, Tues, Thurs, Fri: 8:30 am - 2:00 pm
 Wed: Closed to the public

City of Jacksonville Open House Sign Permit

Must be legible to be valid

Name of agent/agency placing open house sign: _____

Phone #: _____ Date/Time of open house: _____

Address of open house: _____ Address where sign is placed: _____

Signs may be placed on Saturday and Sunday unless a Federal Holiday is a consecutive day on the dates on the weekend and the Open House will also occur on the holiday
Signs to be placed immediately before, and removed immediately after Open House.

If location of placed open house sign is different than the location of the open house, prior consent from the property owner is required.

As owner of record of the parcel, I hereby give my written permission for the placement of one (1) open house sign as described herein

Property Owner: _____ Date: _____ Phone Number: _____

Permit Fee \$80 per year, no prorated fees. Permit year runs from July 1 - June 30

Office Use:
 Fee Paid: \$ _____ Date Issued: _____

Was the permit taken out by an agent: _____
 Was the permit taken out by an agency on behalf of the agency's brokers: _____

Name permit issued under: _____ Phone: _____

Permit #: _____ Date: _____ Receipt: # _____

City of Jacksonville Open House Sign Permit

Attn: Managing Brokers/Owners: It is *your* responsibility to educate all agents under your supervision of the Open House sign policy in Jacksonville. If your office has been issued an Open House Sign Permit it is understood that *all* of your agents understand the rules and regulations of this permit.

- Open House sign can be no larger than 4 sq. ft. (24" x 24").
 - One permit is issued per agent/agency allowing multiple agents per real estate office on the same permit.
 - The sign must state, 'Open House'.
 - One (1) permitted temporary Open House/directional sign per subject property on weekends only with the issuance of a permit subject to section 5.04.090. Authorized sign may be placed on one (1) parcel other than the subject property, with written permission of the other parcel owner, provided that the other parcel does not already have a sign posted on it.
 - **Signs may be placed only on Saturday and Sunday unless a Federal Holiday is a consecutive day to the dates on the weekend and the Open House will also occur on the holiday.**
 - **Open house signs may be displayed only for the period of the open house event, up to a total three (3) consecutive days.**
 - Off-site Open House signs must have written permission from the owner of the property where that sign is to be placed.
 - Permit shall specify the subject property's address with owner's signature of permission, the permit holder's contact information, dates of display, and be physically connected to the sign (ex. Attached to the back of the sign) so compliance personnel are able to read the permit.
 - No sign shall be in the public right-of-way. The roadway and sidewalk are examples of public right-of-way. If in doubt, check with Jacksonville Police Department.
 - No sign shall be within 100' of California St between 5th and Oregon.
 - No signs shall have balloons, banners, flags, pennants or the like to be attached to them.
 - No vehicles may be used to display an 'Open House' sign.
 - For Sale by Owner properties are allowed to represent themselves and must follow the same guidelines.
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- Non-compliance will result in immediate removal and disposal of sign.
 - Agent's permit rights shall be revoked for one year from date of second offense for non-compliance. The following year's permit will cost the agent of accountability three times the fee. If permit taken out by the office for multiple users, the rights and revocation are issued to the office, not a single agent. If taken out by a single agent, rights and revocation are issued to the single agent.
 - The Jacksonville Planning and Police Department has a list of all entities that have purchased an 'Open House' permit.
 - When making copies of the sign permit you must copy both sides so that agents have instructions with them when attaching to the sign.