

CURB ADDRESS PAINTING PERMITS

Painting Standards

Individuals and groups who want to paint address numbers on curbs, either for a fee or on a donation basis, need to obtain a curb painting permit AND a City of Brookings business license.



Regulations

- Address numbers on the curb are not required by the City, they're optional. Do not tell anyone that curb numbers are required.
- The painter must have approval from the property owner before painting address numbers on the curb.
- All numbers must be at least four inches in height.
- Numbers must be either black paint on a white background, or white paint on a black background.
- Only address numbers shall be painted on the curb, no street names, logos or other words.
- If an address number is painted incorrectly, you must correct it within four (4) business days following notification of the error.
- Do not solicit curb painting services at residences or businesses that post "No Solicitors", "No Trespassing", or similar signs.
- All persons involved in the curb painting must carry a copy of the curb painting permit and business license to make them available for inspection upon request.
- The permit holder's address must be included on all advertisements, receipts, or other materials provided to consumers.
- All persons involved are responsible for providing appropriate personal safety and traffic control where/if needed.
- All persons involved are responsible for providing \$500,000 insurance coverage shown by providing Certificate of Liability.

Note: Holders of curb painting permits are not representatives or agents of the City of Brookings.

Permit Fees and Submission Information

There is a \$20 non-refundable permit application processing fee. The fee is waived for non-profit groups. A permit can be revoked for failure to comply with these rules and standards, or if the City receives an excessive number of complaints.



**CITY OF BROOKINGS
PUBLIC WORKS DEPARTMENT**

898 Elk Drive, Brookings, OR 97415
541-469-1103 FAX: 541-469-3650

CURB ADDRESS PAINTING PERMIT

The following group or individual requests a permit to allow the painting of address numbers on curbs within the City of Brookings:

Name:		Phone:	
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Address:	
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If applicant is a corporation, the Registered Agent is:

Name:		State Incorporated:	
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Address		Phone:	
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Contact Person in Brookings:		Phone:	
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Is applicant a non-profit organization?	Yes	Name:		No
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Do you have a current City of Brookings Business License	Yes	COB #:		No
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APPLICANT AGREES TO COMPLY WITH THE FOLLOWING RULES AND PROCEDURES

1. The group or individual must obtain a business license from the City of Brookings.
2. No address numbers shall be painted on curbs without first obtaining the approval of the property owner.
3. No indication shall be given orally or in writing that suggests to a consumer they are required to have their address painted on the curb, or that painting is being done on behalf of the City of Brookings.
4. The permit applicant shall provide an address where the applicant can be reached; and, the address shall be included on any advertisements, receipts, or other documents provided to consumers.
5. Only the address number shall be painted on the curb.
6. All numbers shall be at least 4 inch block numbers either painted black on a white background; or, if not on a white background then the numbers shall be white.
7. In the event an incorrect address number is painted on a curb, the problem shall be corrected within four business days following notification of the error.
8. The persons involved in any phase of the curb painting activity, including soliciting or collecting payment therefore, shall have a copy of this permit available for inspection by a City official or by the consumer.
9. All persons involved are responsible for providing appropriate personal safety and traffic control where/if needed.
10. All persons involved are responsible for providing \$500,000 insurance coverage shown by providing Certificate of Liability.
11. A fee of \$20.00 shall be assessed for the issuance of the permit, except that the fee is waived for non-profit groups.
12. The permit can be revoked for failure to comply with these regulations.

To be completed by City of Brookings

\$20 Fee paid	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Non Profit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
COB Bus License #:				Permit Issue Date:				
Signed:								

THIS PERMIT EXPIRES DECEMBER 31st OF THIS YEAR