

Request has been successfully updated.

# PW Street Banner Permit

Print

**Submitted by:** Tom Penberthy

**Submitted On:** 2026-02-26 13:23:35

**Submission IP:** 198.236.191.247 (172.31.16.107)  
proxy-IP (raw-IP)

**Status:** Completed

**Priority:** Normal

**Assigned To:** Cindy Keever

**Due Date:** Open

## Attachments

- [2025-26 CGCC insurance \(1\).pdf](#) - 2026-02-26 02:10:57 pm
- [CGCC Banner 2026 - Xpress payment.docx](#) - 2026-03-05 12:35:27 pm
- [college-left-9x36.pdf](#) - 2026-02-26 01:23:36 pm



**CITY of THE DALLES PUBLIC WORKS**  
 1215 WEST FIRST STREET  
 THE DALLES, OREGON 97058  
 (541) 296-5401

**Banner Permit Fee: \$100**

# STREET BANNER PERMIT APPLICATION

A Street Banner Permit is required for display of a banner within the City Limits. The banner must meet all requirements and specifications in the City of The Dalles [Street Banner Permit Policy](#). Upon approval it is the applicant's responsibility to deliver the banner and all required hardware to the Public Works Department office at 1215 West 1st Street, The Dalles before the preferred date of placement. The City will place and remove the banner.

The location of the banner will be across East Second Street at the intersection of Jefferson Street, The Dalles.

**\* Date of Application:**

02/26/2026

Format: MM/DD/YYYY

**\* Applicant First Name**

Tom

Primary First Name

**\* Applicant Last Name**

Penberthy

Primary Last Name

**Contact/Responsible Party**

Columbia Gorge Community College

If the responsible party is not the applicant

**\* Email:**

tpenberthy@cgcc.edu

Primary email address

**\* Contact Phone:**

**Cell Phone:**

5032587989

5032587989

Daytime phone number

**\* Name of Event:**

**\* Location of Event:**

Spring term enrollment is open!

400 E Scenic Drive, The Dalles, OR 97058

**\* Type of event promoted on the banner**

- Education**
- Youth Event**
- Fair**
- Community Market**
- Other Civic Event**

Other Civic Event

**\* Start Date of Event:**

**\* End Date of Event:**

03/02/2026

03/31/2026

Format: MM/DD/YYYY

Format: MM/DD/YYYY

\*

**I, the applicant, certify that the event promoted is an activity sponsored by a user who may be any civic, charitable non-profit, government, school, social or other group promoting community events, activities, or items of special interest and not for commercial gain.**

**\* Preferred Date of Placement**

**\* Preferred Duration:**

02/09/2026

- One week**
- Two weeks**

Format: MM/DD/YYYY

Read the Street Banner Policy [here](#).

There is a \$100 Street Banner Permit Fee.

- To pay by credit card, call the Public Works Department at (541) 296-5401. There is a processing fee.
- To pay with a check or cash, mail or deliver to the City of The Dalles Public Works Department, 1215 West 1st Street, The Dalles, 97058 during business hours, weekdays 7:00 a.m. to 4:00 p.m.

\*

**I, the applicant, certify that I have read and understand the Street Banner Permit Policy**

**\* Please indicate method of payment**

**\* Liability Release for Street Banner Placement**

- Credit Card**
- Check**
- Cash**

- Private Organization**
- Public Agency**
- Individual**

**\* Upload Proof of Liability Insurance**

Choose File No file chosen

The Upload Proof of Liability Insurance field is required

Liability insurance must be valid on the preferred date of placement and at least one month following the date of preferred placement.

**\* Release between:**

Columbia Gorge Community College

Name of private organization, public agency or individual

Hereinafter known as "the Permittee" and the City of The Dalles.

The Permittee shall hold harmless and release the City of The Dalles, its employees, agents and representatives, against any and all damages, claims, demands, action, causes of action, cost, and expenses of whatsoever nature arising from the condition of the street banner which is provided to the City for placement.

For public agencies this release applies only to the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act.

## Acknowledgement of Permittee Responsibility

Failure of the Permittee to meet the requirements of this permit and the Street Banner Permit Policy will result in a Stop Work Order and possible revocation of the permit.

*By clicking submit and pasting or typing your name/signature in the signature line, you confirm you have read, understood, and affirmatively agree to be bound by the terms and conditions described.*

### \* Applicant Signature

Tom Penberthy

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**This permit will be considered a public document. All information submitted will be accessible to the public, in its entirety, on the City's website.**

## History

### Update By: Jean Corbin

Private - [6 days ago \(\)](#) - #1

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- Added Attachments:
  - [2025-26 CGCC insurance \(1\).pdf](#)

### Update By: Jean Corbin

Public - [6 days ago \(\)](#) - #2

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- Changed status from **Open** to **Acknowledged**
- Sent templated email: **Permit - Application Received - Public**

### Update By: Jean Corbin

Private - [6 days ago \(\)](#) - #3

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- Changed status from **Acknowledged** to **Reviewed**
- Changed assigned user from **Public Works** to **David Mills**
- Sent templated email: **Banner Permit - Application Accepted - Internal**

### Update By: David Mills

Private - [6 days ago \(\)](#) - #4

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- Changed status from **Reviewed** to **Accepted**
- Changed assigned user from **David Mills** to **Cindy Keever**
- Sent templated email: **Banner Permit - Payment Required - Public**

Banner will be placed on 3/2/2026 and removed on 3/23/2026.

### Update By: David Mills

Private - [6 days ago \(\)](#) - #5

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- Sent templated email: **Banner Permit - Payment Required - Public**

Banner will be placed on 3/2/2026 and removed on 3/23/2026.

### Update By: Cindy Keever

Private - [5 days ago \(\)](#) - #6

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- Sent templated email: **Banner Permit - Issued - Public**

Banner payment delivered 2/27/26

**Update By: Cindy Kever**

Private - [2 days ago](#)() - #7

- Changed status from **Accepted** to **Completed**

**Update By: Cindy Kever**

Private - [2 days ago](#)() - #8

- Sent templated email: **Banner Permit - Issued - Public**

**Update By: Jean Corbin**

Private - [1 second ago](#)() - #9

- Added Attachments:
  - [CGCC Banner 2026 - Xpress payment.docx](#)

# Update Submission

<b>Status</b>	<b>Priority</b>	<b>Due Date</b>
Completed <span>▼</span>	Normal <span>▼</span>	
<b>Assigned To</b>	<b>Department</b>	
Cindy Kever <span>▼</span>	Public Works - Divisions <span>▼</span>	

### Attachments

No file chosen

### Post a new Comment

Normal ▾ **B** *I* U ~~S~~ “ ” </>

**Make Post Public?**

### Send Manual Email On Save?

-- Select an Email -- ▼