

**SIGN PERMIT APPLICATION**  
**CITY OF SAND SPRINGS, OKLAHOMA**  
**SAND SPRINGS FIRE DEPARTMENT - NEIGHBORHOOD SERVICES DIVISION**  
108 E. BROADWAY ST, SAND SPRINGS, OK 74063  
PHONE: (918) 246-2500 EXT. 2572 FAX: (918) 245-0372

APPLICATION DATE: \_\_\_\_\_

SIGN LOCATION: \_\_\_\_\_  
(Address)

LEGAL DESCRIPTION: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
(If unplatted,  
include legal description) Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

OWNER/CONTRACTOR: \_\_\_\_\_

ADDRESS: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax/Mobile/Pager: \_\_\_\_\_

E-Mail \_\_\_\_\_

TYPE OF SIGN: \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_

SIZE OF SIGN: Width: \_\_\_\_\_ Height: \_\_\_\_\_ Total Area: \_\_\_\_\_ S.F.

OVERALL HEIGHT: \_\_\_\_\_ (Measured from ground to top of sign)

SETBACKS: From Street: \_\_\_\_\_ Property Line: \_\_\_\_\_

Building(s): \_\_\_\_\_ Other Signs: \_\_\_\_\_

FOR WALL SIGN: Width of Wall: \_\_\_\_\_ ft.

FOR GROUND SIGN: Lot Frontage: \_\_\_\_\_ ft.

MATERIALS: \_\_\_\_\_

ILLUMINATION: \_\_\_\_\_

\*See City Website Zoning Code, Section 13.21, for sign requirement information: [www.sandspringsok.org](http://www.sandspringsok.org)

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(For Office Use Only)

ZONING DISTRICT: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_



### **How to Complete This Application:**

Property owners and/or sign contractors may submit a sign permit application. All information items should be completed – including the property’s legal description. The applicant is responsible for submitting accurate information on the application form. All applications *must* include the estimated installed cost of the sign. This is necessary for record-keeping purposes and does not affect the permit fee. Materials should reflect the signs construction (i.e. metal, plastic, etc.) Most platted properties have utility, access or drainage easements. Permanent signs may not be installed in such easements.

### **What Needs To Be Submitted:**

A completed sign permit application must include an attached detailed site plan showing the permit sign’s location on the property in dimensional relations to streets, property lines, buildings and other signs. A drawing showing the sign pole and anchoring for ground signs; or sign and location on the building for wall signs; shall be submitted. This drawing should show all height and width dimensions, as well as an accurate depiction of the sign face. It is recommended the site plan and sign drawing is prepared professionally.

### **Review Times, Issuance and Fees:**

Once a completed sign permit application and all necessary attachments are received, the review process begins for zoning and building code compliance. If no additional information is needed, the review process generally takes three to five working days. Applications requiring a Board of Adjustment variance may take a significantly longer time to accommodate notification and hearing requirements.

The applicant will be notified by telephone when the permit is ready for pickup. All fees must be paid in full at the time the permit is picked up. Sign permit fees are based on the sign’s total square footage. Only one side of a double-sided sign is calculated for permit and fee purposes. Illuminated signs will also have the cost of an electrical permit included in the overall fee calculation.

### **Important Things to Note:**

All items submitted with a sign permit application become a part of the sign permit and are a public record. All representations made on the sign permit application and related documents shall be accurate in relation to the intended installation activities. Applicants shall abide by any and all conditions placed on the issued sign permit, as well as any and all laws regulating installation. The owner or contractor is required to call for an inspection upon installation. All electrical work requires inspection and must be performed by an electrical contractor currently licensed by the State of Oklahoma and registered with the City of Sand Springs.

**For Further Information or Assistance, Call (918) 246-2572**

- **Electrical Contractor (Information required for illuminated signs):**
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