



OKLAHOMA COUNTY
PLANNING DEPARTMENT
320 ROBERT S. KERR, SUITE 101
OKLAHOMA CITY, OK 73102

Oklahoma County Zoning Regulations; Article II, Section 3

**SIGN PERMIT REQUIREMENTS
AND APPLICATION**

Requirements:

- Plot Plan of the entire property showing:
 - Setbacks from property line.
 - Property lines and existing structures.
 - Setback requirements may be obtained from this office at the above- referenced telephone numbers.
 - Copy of **signed and notarized** Lease Agreement with property owner.
 - Copy of Warranty Deed of property with book and page number.
 - Complete set of structural plans for sign including footing plans, with engineer's seal.

Instructions:

- Applicant Information
 1. Applicant section must be filled out by the person(s) applying for the permit. This may include the contractor or the owner of the property.
 2. The applicant is the person or company paying for the permit.
 3. The applicant section must be filled out completely. Incomplete forms delay the permitting process.

Owner and Contractor Information:

1. All owner information must be completed with the correct, current address and telephone number of the owner and applicant. (*This is not the address for which the permit is being purchased.*)
2. *The current contractor name, address and telephone number must be included.*

Fee:

Sign permit - \$.15 per square foot - minimum \$25.00.

ALL REQUIRED DOCUMENTS MUST BE RECEIVED, THE APPLICATION PROPERLY COMPLETED AND COUNTY ZONING AND BUILDING REGULATIONS ADHERED TO BEFORE A PERMIT WILL BE ISSUED.

EFFECTIVE APRIL 1, 2010 AN ADDITIONAL \$4.50 WILL BE ADDED TO EACH BUILDING PERMIT APPLICATION AND ALL ASSOCIATED INSPECTION FEES PER OKLAHOMA STATE STATUTE TITLE 59 SECTIONS 1000.23 AND 1000.25.

- If you have any questions, please contact the following personnel:
 - **Oklahoma County Planning Commission**
 - Tyler Gammon
Planning Director (405) 713-1361
 - Ruth Walters
County Planner (405)713-1357

OKLAHOMA COUNTY SIGN PERMIT APPLICATION

Fill out all sections of the application.

Applicant Information: **Date:** _____ **Permit No:** _____

Staff use only

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Phone Number: (____) _____ Address of Sign Location: _____

Property Owner: _____ Current Address: _____

City: _____ State: ____ Zip: _____ Phone: (____) _____

Contractor Name: _____ Address: _____

City: _____ State: ____ Zip: _____ Phone: (____) _____

Type Sign: _____ Distance from Nearest Sign: _____ Sign Height: ____ Sq. Ft. _____

Receipt

Received from: _____ Date: _____ Amount: _____

Cash: _____ Check No.: _____ Received by: _____