



www.ShawneeOK.org

SIGN PERMIT APPLICATION

Planning Office

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DATE RECEIVED _____ PERMIT NO. _____ INSPECTOR _____

CONTRACTOR/BUSINESS NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____ CITY LICENSE # _____

LOCATION OF SIGN (ADDRESS) _____ ZIP _____

LEGAL DESCRIPTION OF SITE: _____

TYPE OF SIGN _____ # OF SIGNS _____

DIMENSION OF SIGN AREA _____ DIMENSIONS OF EXISTING SIGNS _____

HEIGHT OF SIGN _____ ESTIMATED COST OF SIGN & INSTALLATION \$ _____

*ELECTRICAL CONTRACTOR _____ CITY LICENSE # _____

(ALL FIELD WIRING TO SIGN MUST BE PERFORMED BY LICENSED ELECTRICIAN)

OWNER/BUSINESS NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

REQUIREMENTS (MUST PROVIDE FOR APPROVAL OF APPLICATION):

Provide site plan and elevation drawings of the proposed sign and caption to the sign. Also, provide structural details of the work to be done, including details of all connections, guy lines, supports and footings and materials to be used. Furnish wind stress calculations for symmetrically loaded signs.

Every sign for which a permit has been issued shall be plainly marked with the name of the person, firm or corporation owning, erecting, maintaining or operating such sign. The method and location of this identification shall appear on the plans submitted. This application shall be accompanied by written consent of the owner or lesser of the premises upon which the sign is to be erected.

I CERTIFY I WILL CONFORM TO THE CITY OF SHAWNEE ORDINANCES, REGULATIONS AND REQUIREMENTS FOR THIS WORK. I ALSO UNDERSTAND THAT THIS PERMIT MAY BE REVOKED FOR FAILURE TO COMPLY.

(ALL SIGN PERMITS REQUIRE A FOOTING & FINAL INSPECTION.)

CONTRACTOR SIGNATURE _____ DATE _____

CITY INSPECTOR _____ CITY APPROVAL DENIAL DATE _____

COMMENTS: _____

NUMBER OF SIGNS _____ ISSUE DATE _____

APPLICATION FEE \$50.00 PER SIGN _____ CASH/CREDIT CARD/CHECK# _____

TOTAL FEE _____ ISSUED BY _____