



www.ShawneeOK.org

SIGN PERMIT APPLICATION

Planning Office

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Shawnee OK 74801-6917

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cosinspections@shawneeok.org

DATE RECEIVED _____ PERMIT NO. _____ INSPECTOR _____

CONTRACTOR/BUSINESS NAME _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

PHONE # _____ **FAX #** _____ **CITY LICENSE #** _____

EMAIL ADDRESS _____

LOCATION OF SIGN (ADDRESS) _____

LEGAL DESCRIPTION OF SITE: _____

TYPE OF SIGN _____ **# OF SIGNS** _____

DIMENSION OF SIGN AREA _____ **DIMENSIONS OF EXISTING SIGNS** _____

HEIGHT OF SIGN _____ **ESTIMATED COST OF SIGN & INSTALLATIONS** \$ _____

***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 _____
APPLICATION FEE \$50.00 PER SIGN
TOTAL FEE _____

ISSUE DATE _____
CASH/CREDIT CARD/CHECK# _____
ISSUED BY _____
RECEIPT NUMBER _____



Please note that confirmation that OKIE811 has been called and out to mark your site must be produced prior to the issuance of this building permit. You may submit a locate request: By phone, dial 811 or 1 (800) 522-OKIE (6543) or download the OKIE811 app from the iTunes or Google Play store.



I confirm that OKIE811 has been out to my site.

Signature

Date