



**Development Services**  
231 Church Street  
Wagoner, Oklahoma 74467

Permit Number: \_\_\_\_\_

## SIGN PERMIT APPLICATION

*Please Print or Type*

Date: \_\_\_\_\_  
Street address of proposed sign location: \_\_\_\_\_  
Name of the business at this location: \_\_\_\_\_  
Applicant/business name: \_\_\_\_\_  
Sign Installer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Sign Installer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime telephone number: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

### EXISTING SIGN INFORMATION

\*\*\*Number and type of existing signs: \_\_\_\_\_ \*\*\*

#### TYPE OF SIGN (Please Check One)

- |   |   |
|---|---|
| <input type="checkbox"/> Single Business Office (one building/one tenant)                                     | <input type="checkbox"/> Construction                                     |
| <input type="checkbox"/> Single Business Office (one building/five or less tenants)                           | <input type="checkbox"/> Single Business Office (one building/one tenant) |
| <input type="checkbox"/> Shopping Centers, Strip Malls, Office Parks (one building with five tenants or more) | <input type="checkbox"/> Temporary  |
| <input type="checkbox"/> Window   | <input type="checkbox"/> Subdivision Entrance                             |

#### PROPOSED SIGNS (Please List Dimensions)

GROUND:	WALL:	TEMPORARY:
Overall Height: _____	Wall Height: _____	Type of material: _____
Face Width: _____	Wall Length: _____	Sign Square Footage: _____
Face Height: _____	Sign Width: _____	Is Sign Illuminated (Y,N): _____
Sign Square Feet: _____	Sign Height: _____	Sign Duration: _____

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Comments: \_\_\_\_\_



## SIGN PERMIT APPLICATION REQUIREMENTS

You must provide all of the following items with your application, unless the Sign Official waives a requirement:

**1. An application fee.** The fees are as follows:

Wall/Project	\$50.00
Free Standing/Monument	\$75.00
Temporary/Portable/Banner/Inflatable	\$30.00
Illegally placed or non-permitted sign	\$50.00

**2. A drawing for signs attached to the building showing:**

- Where you plan to have the sign attached to the building.
- The dimensions of the wall to which you plan to have the sign attached.
- The dimensions of the sign.
- Any existing signs attached to the building.

**3. The following drawings for monument, freestanding, and temporary signs.** Plans signed by a structural engineer are required if the sign is over 6 ft in height.

- A site plan, drawn to scale, showing the following:
  - A north arrow
  - All structure, parking lots, drives and curb cuts on the lot
  - Property dimensions
  - Street names
  - Placement of proposed sign(s)
  - Placement of existing sign (s)
- A drawing of the proposed sign showing its dimensions and height above street grade.
- Footing details.

**4. Property owner acknowledgement and authorization form for lessees/tenants.** This form is required for tenants who choose to place signs on leased property.

### NOTES

- It is **illegal** to install a sign without a permit.
- You must also get an electrical permit if your sign will use electricity. In addition, all illuminated signs.
- Illumination shall not exceed seventy foot candles (70 fc) as measured at a two-foot (2') distance from the source of the illumination. Further, electric message centers making use of incandescent light (as opposed to light emitting diodes) for purposes of illumination, must be set back an additional twenty feet (20') from the minimum setback otherwise applicable. Incandescent lamp message centers shall not be programmed to function as a strobe in an on-and off display mode. Incandescent lamp message centers must utilize a dimming feature that will dim the lights during dark hours to no more than eighty percent (80%) of the normal watts used during daylight hours. Lighting directed toward a sign shall be shielded so that it illuminates only the face of the sign and does not shine directly into a public right-of-way or residential lot.
- The applicant may be required to submit additional information, including photometric diagrams and calculations showing that the sign will be or is compliant with City regulations.