



SIGN PERMIT APPLICATION

Community Development
405-670-7314
3701 SE 15th Street
Del City OK 73115
www.cityofdelcity.gov
permits@cityofdelcity.org

APPLICATION CHECKLIST

- _____ Signed Application
- _____ Construction Drawing
- _____ Construction Drawings
- _____ Site Plan
- _____ Site Plan
- _____ Applicant Certification
- _____ Property Owner Certification
- _____ Sign Drawing
- _____ Sealed Engineer Plan (if mounted on pole)

REQUIREMENTS:

1. **DRAWING OF SIGN MUST BE ATTACHED.**
2. If sign is to be mounted on a pole, this application must be accompanied by an electronic set of prints sealed by a professional engineer registered in the State of Oklahoma certifying the structure will withstand 80 mph winds.
3. Provide electronic plans indicating the scope and structural detail of the work to be done including details of all connections, any lines, supports and footings, and material to be used.

***The drawings electronic version may be submitted at permits@cityofdelcity.org.

FOR STAFF USE ONLY:

Code _____

Zoning _____

Floodplain _____

Stormwater _____

Fire Department _____

Inspections _____

Date Submitted: _____

Entered in Incode By: _____

Permit Approved: _____

Due: \$ _____ Receipt No. _____



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CONTRACTOR'S INFORMATION:

COMPANY NAME: _____ CITY LICENSE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

SIGN LOCATION: _____

BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

SIGN INFORMATION:

MATERIAL: _____

TYPE: PERMANENT _____

ELECTRICAL WIRING: YES ___ NO ___ (IF YES, ELECTRICAL PERMIT IS REQUIRED)

HOW WILL SIGN BE ATTACHED: _____

OF SIGNS: _____ AREA OF EXISTING SIGNS _____ SQ FT:

MAX HEIGHT: _____ MAX WIDTH: _____ SQ. FT _____ EST. COST \$: _____

APPLICANT CERTIFICATIONS

I certify this permit application is complete and accurate, to the best of my knowledge. _____ (initial)

I understand, by submitting this application, I agree to comply with all adopted codes and applicable laws/ ordinances. _____ (initial)

I understand inspections are required as provided for in the City's adopted codes, must be arranged at least 48 hours in advance, scheduled and performed on the basis of need and based on the nature of the work being inspected, and failed inspections may lead to re-inspection fees. _____ (initial)

I hereby submit this application for a Sign Permit.

APPLICANT SIGNATURE

DATE



Before me, the undersigned, a Notary Public in and for the State/Commonwealth of _____,
County/Parish of, _____, on this _____ day of _____, 20____, personally
appeared _____ to me known to be the identical person(s) who executed
the within and foregoing instrument, and acknowledged to me that (s)he/they executed the same as his/
her/their free and voluntary act and deed for the uses and purposes therein set forth.

(SEAL)

NOTARY PUBLIC

My commission expires on the _____ day of _____, 20____.

PROPERTY OWNER CERTIFICATION

I certify the applicant has my authorization to submit this sign permit application. I certify I understand as the Property Owner, I am ultimately responsible for anything done to the property. _____ (initial)

PROPERTY OWNER SIGNATURE

DATE

Before me, the undersigned, a Notary Public in and for the State/Commonwealth of _____,
County/Parish of, _____, on this _____ day of _____, 20____, personally
appeared _____ to me known to be the identical person(s) who executed
the within and foregoing instrument, and acknowledged to me that (s)he/they executed the same as his/
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(SEAL)

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