CITY OF THE VILLAGE
2304 MANCHESTER DR.
THE VILLAGE, OKLAHOMA 73120-3729
PHONE (405) 751-8861 FAX 748-7352
SIGN APPLICATION & PERMIT

PROPERTY OWNER
NAME: __________________________________________
ADDRESS: ______________________________________
PHONE: _________________________________________

(APPLICANT)
NAME: __________________________________________
ADDRESS: ______________________________________
PHONE: _________________________________________

NAME OF BUSINESS:
ADDRESS: ______________________________________
LOCATION OF SIGN: ______________________________
MATERIAL USED FOR SIGN:
PÖLÉ____ °BUILDI NG____

HOW SIGN IS ATTACHED:
ELECTRICAL WIRING:
YES_____ NO____ IF YES, ELECTRICAL PERMIT REQUIRED
SIZE OF SIGN_________ TOTAL SQ FT___________

DRAWING OF SIGN MUST BE ATTACHED
*IF SIGN IS TO BE MOUNTED ON A POLE THIS APPLICATION MUST BE ACCOMPANIED
BY ONE SET OF PRINTS & SEALED BY A PROFESSIONAL ENGINEER REGISTERED IN
THE STATE OF OKLAHOMA CERTIFYING STRUCTURE WILL WITHSTAND 100 MPH WINDS.

**IF SIGN IS TO BE ATTACHED TO BUILDINGS, PLEASE INCLUDE FRONTAGE MEASUREMENT
IN SQ. FT. MULTIPLY WIDTH OF BUILDING BY 12’ IN HEIGHT (MAXIMUM OF 12’ HEIGHT
ALLOWED). ENGINEERS SEAL MAY ALSO BE REQUIRED IF SIGN EXCEEDS ROOF LINE.
PLEASE INCLUDE DRAWING OF SIGN WITH MEASUREMENTS.

APPROVED: YES_____ NO_____

(BUILDING INSPECTOR) ___________________________ (DATE) ___________________________

FEES: PER SIGN - 0 TO 100 SQ. FT. $75.00
101 TO 200 SQ. FT. $100.00
201 TO 300 SQ. FT. $125.00

SIGN FACE ALTERATION $50.00
SERVICE FOR SIGN

$50.00 ELECTRICAL PERMIT MUST BE PURCHASED BY LICENSED
ELECTRICAL CONTRACTOR (Section 14-e)

THIS PERMIT WILL NOT BE ISSUED UNTIL THE ELECTRICAL PERMIT HAS
BEEN PURCHASED BY A LICENSED ELECTRICAL CONTRACTOR.