



# CITY OF THE VILLAGE

2304 MANCHESTER DR.  
THE VILLAGE, OKLAHOMA 73120-3729  
PHONE (405) 751-8861 FAX 748-7352

## SIGN APPLICATION & PERMIT

BUILDING AND CODE  
ENFORCEMENT

(PROPERTY OWNER)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

(APPLICANT)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME OF BUSINESS :

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

LOCATION OF SIGN:

\*POLE \_\_\_\_\_ \*\*BUILDING \_\_\_\_\_

MATERIAL USED FOR SIGN:

\_\_\_\_\_

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 ALTERERATION	\$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.**