



# Sign Permit Application

Permit No. \_\_\_\_\_

Office Use Only

Cash	<input type="checkbox"/>
Check	<input type="checkbox"/>
Received \$	_____
Receipt No.	_____
Date:	_____

<b>Project Address:</b> _____					
<b>Legal Description</b>	<b>Lot #</b>	<b>Block #</b>	<b>Subdivision:</b> (If un-platted, submit copy of warranty deed)		
<b>Owner of Property:</b> _____					
Name		Phone #			
<b>Mailing Address:</b> _____					
Street #	City	State	Zip		
<b>Contractor/Applicant:</b> _____					
Name		Phone #			
<b>Mailing Address:</b> _____					
Street #	City	State	Zip		
Proposed Type of Sign : (Please check which apply) <b>Temporary</b> <input type="checkbox"/> <b>Permanent</b> <input type="checkbox"/> <b>Freestanding:</b> Monument <input type="checkbox"/> Portable <input type="checkbox"/> Pylon <input type="checkbox"/> <b>Attached:</b> Canopy <input type="checkbox"/> Wall <input type="checkbox"/> Roof <input type="checkbox"/> <b>Other:</b> Specify _____			<b>Height of Sign</b> From Ground to Highest Point	<b>Estimated</b> <b>Cost</b>	<b>Square</b> <b>Footage</b>
<b>Permit Information</b>	(Please check only one) <input type="checkbox"/> Erect <input type="checkbox"/> Relocate <input type="checkbox"/> Other	<b>(Please check Yes or No)</b> Is the sign to be illuminated?    Yes <input type="checkbox"/> No <input type="checkbox"/> Is any part of the sign moving?    Yes <input type="checkbox"/> No <input type="checkbox"/> Are any lights on the sign moving or flashing?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Will electricity be involved?</b> <input type="checkbox"/> yes <input type="checkbox"/> no <b>▶ Name of licensed electrician:</b> _____					

### CERTIFICATION IN LIEU OF STRESS CALCULATIONS

I hereby certify that the sign proposed in this application is designed in compliance with the wind and stress requirements of The International Building Code as adopted by the City of Choctaw.

I further certify that the statements in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. All construction work under this permit will conform to the attached plans, specifications and drawings and to the Codes and Ordinances of the City of Choctaw. All electrical connections and electrical service work shall be properly permitted and performed by a State and City licensed contractor.

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<input type="checkbox"/> APPROVED _____ 20_____
<input type="checkbox"/> DENIED _____ 20_____
<b>REASON:</b> _____ <b>BY</b> _____

## 1. PLANS

All sign applications may require one or more of the following items. Applications will not be accepted without these items:

- a. Site plan
  - 1. All lot lines & lot dimensions.
  - 2. All existing & proposed building(s).
  - 3. Distance between lot lines & building(s) existing & proposed.
  - 4. Driveway with dimensions.
  - 5. All existing and proposed utilities.
  - 5. All existing and proposed easements and right-of-way with dimensions.
  - 6. Building set back lines with dimensions.
  - 7. Drainage flow arrows.
  - 8. Location of 100 and 500 year flood zone boundary.
  - 9. Scale, North Arrow, Date, Contact information.
  
- b. Design plan
  - 1. Layout of sign with dimensions.
  - 2. Color scheme of signage.
  - 3. Elevation drawings.
  - 4. Lettering dimensions.
  - 5. Engineer's footer design. (if applicable)
  
- c. Documentation
  - 1. Engineer design. (if applicable)
  - 2. Manufactures design. (if applicable)
  - 3. Electrical service connection. (if applicable)
  - 4. Execute Easement. (if applicable)

To apply, complete application and submit two (2) copies of the above items (if applicable).

## 2. INSPECTIONS

All sign applications, except temporary, require the following inspections. The holder of the permit is responsible for acquiring all required inspections:

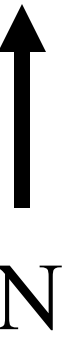
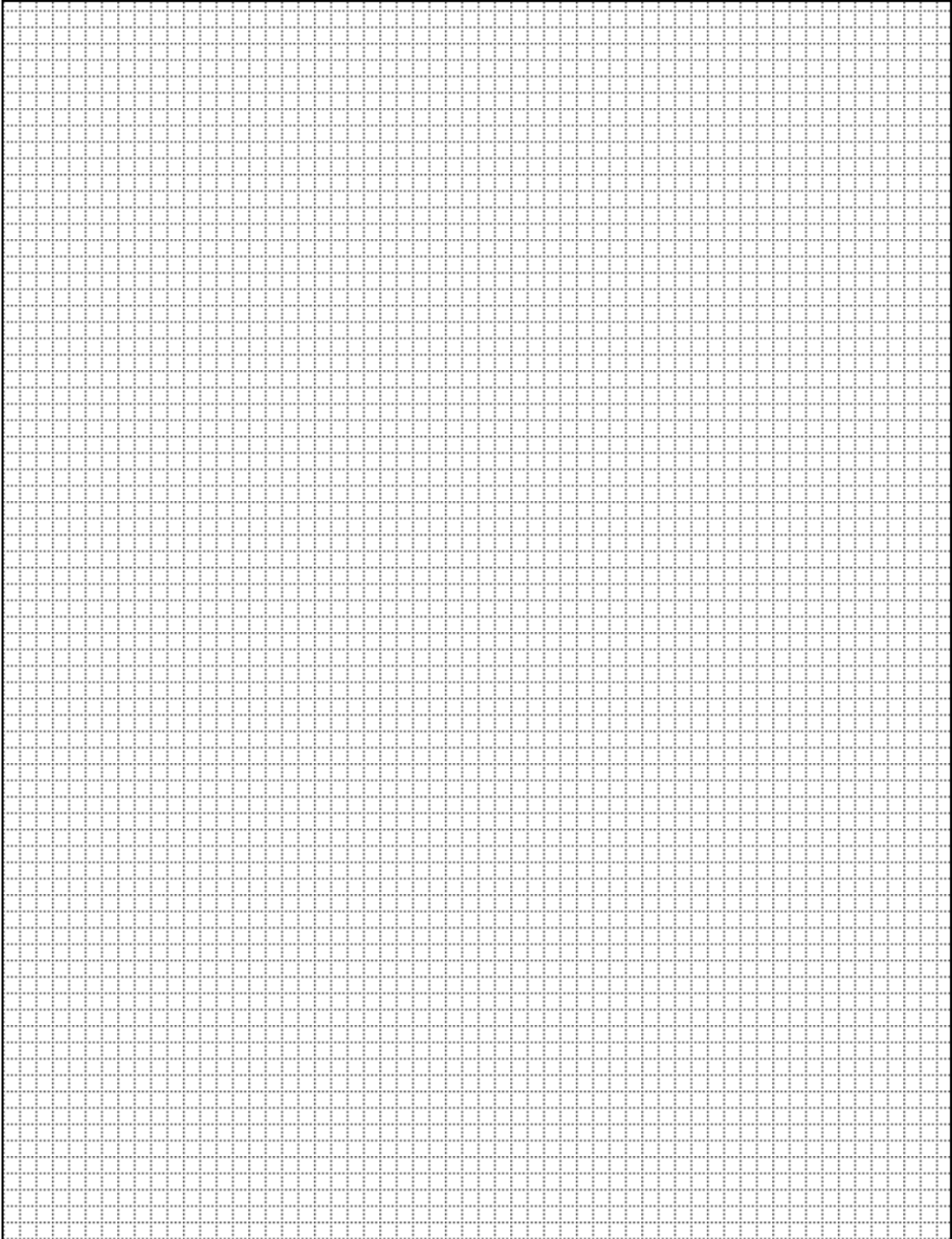
- a. Sign footing - Call before concrete is poured
- b. Electrical final - Call when all work is complete
- c. Sign final - Call when all work is complete

Signs with electricity require a separate electric permit issued to an electrical contractor having an active City electrical license.

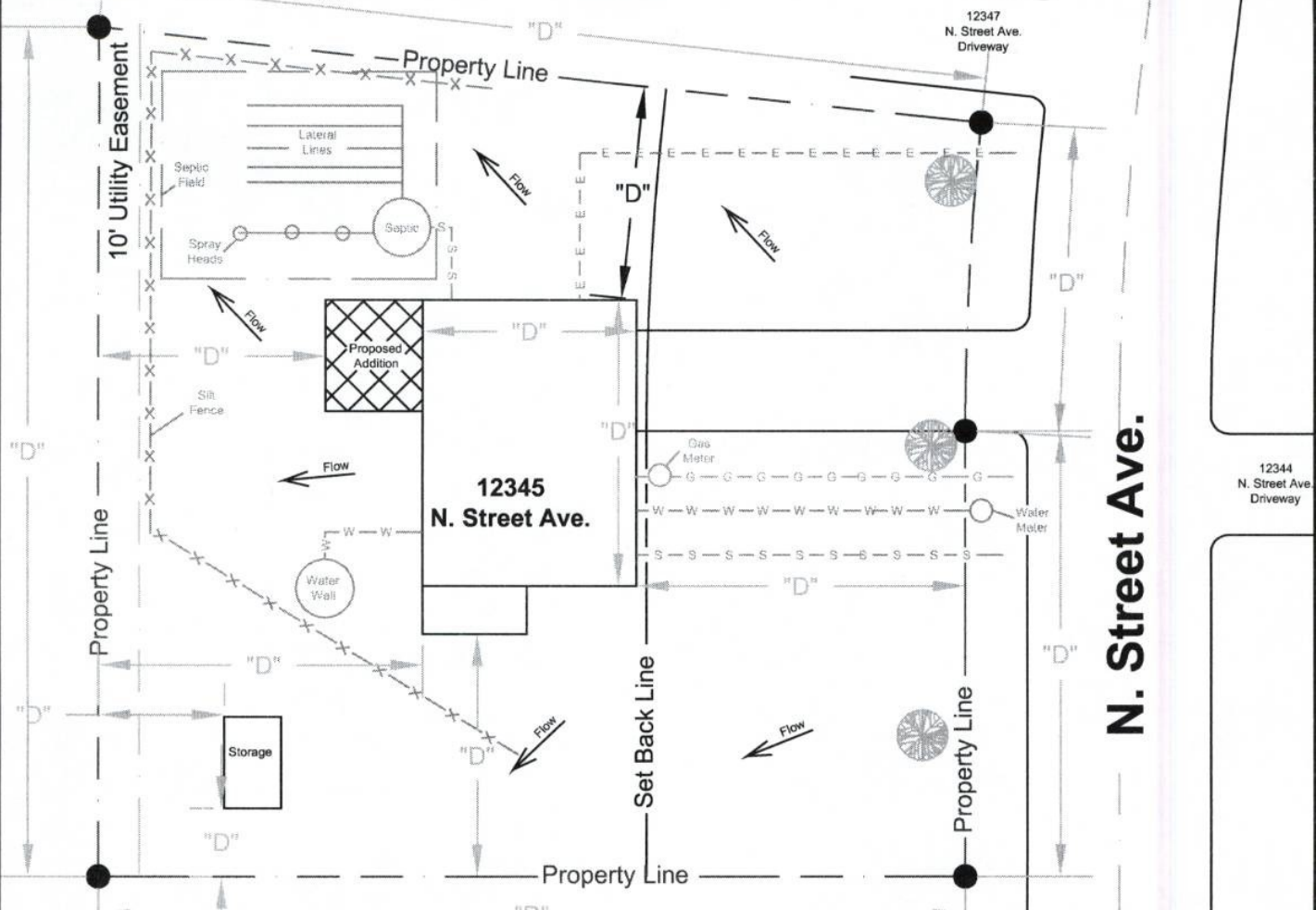
All permanent signs require inspections. Failure to acquire inspections may result in fines, penalties or suspension of license.

The granting of a permit or approval of plans shall not be construed as permission to violate any federal, state or local laws. Special notice is hereby given that additional requirements, notices and regulations will be printed on the permit and plans and that all additional requirements, notices and regulations and all laws and ordinances governing this type of work will be complied with whether specified herein or not. Special notice is hereby given that this permit becomes null and void if the authorized work or construction is not commenced, is suspended or abandoned after work is commenced, or if no inspections are obtained within a 6 month period.

**SITE PLAN**



# SAMPLE SITE PLAN



## LEGEND

	Drainage Flow Arrow
	Silt Fence (Erosion Control)
	Natural Gas Service Line
	Water Service Line
	Sanitary Sewer Service Line
	Electrical Service Line
	Tree

**John Doe**  
**(405) 555-5555**  
**Jan. 1, 20XX**



## CHECKLIST

- |  |  |
|--|--|
| <input type="checkbox"/> Address                     | <input type="checkbox"/> Driveway                            |
| <input type="checkbox"/> Street Name(s)              | <input type="checkbox"/> Neighboring Driveway                |
| <input type="checkbox"/> Property Line w/Dimensions  | <input type="checkbox"/> Landscaping                         |
| <input type="checkbox"/> Structure(s) w/Dimensions   | <input type="checkbox"/> Drainage Flow Arrows                |
| <input type="checkbox"/> Setback lines               | <input type="checkbox"/> Erosion Controls                    |
| <input type="checkbox"/> Existing/Proposed Utilities | <input type="checkbox"/> Flood Zone Boundary (if applicable) |
| <input type="checkbox"/> Water Service               | <input type="checkbox"/> Retaining Wall(s)                   |
| <input type="checkbox"/> Water Well                  | <input type="checkbox"/> Scale                               |
| <input type="checkbox"/> Sanitary Sewer Service      | <input type="checkbox"/> North Arrow                         |
| <input type="checkbox"/> Septic System               | <input type="checkbox"/> Date                                |
| <input type="checkbox"/> Electrical Service          | <input type="checkbox"/> Contact Information                 |
| <input type="checkbox"/> Natural Gas Service         |  |

**PLEASE**  
**USE BLANK PAGE**  
**ON BACK TO**  
**DESIGN A SITE**  
**PLAN**