



Sign Permit Application

Permit No. _____

Official Use Only	
Cash	<input type="checkbox"/>
Check	<input type="checkbox"/> _____
Credit Card	<input type="checkbox"/> _____
Received	_____
(\$2.00/sq.ft.-\$35.00 whichever is more)	
Receipt No	_____
Date:	_____

Project Address: _____

Legal Description	Lot #	Block #	Subdivision: (If un-platted, submit copy of warranty deed)
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Owner of Property: _____

Name _____ Phone # _____

Mailing Address: _____

Street # _____ City _____ State _____ Zip _____

Contractor/Applicant: _____

Name _____ Phone # _____

Mailing Address: _____

Street # _____ City _____ State _____ Zip _____

Email: _____

Proposed Type of Sign : (Please check which apply)			Height of Sign From Ground to Highest Point	Estimated Cost	Square Footage
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	If Temporary, List Date to be Removed: _____			
Freestanding:	Monument <input type="checkbox"/>	Portable <input type="checkbox"/>	Pylon <input type="checkbox"/>		
Attached:	Canopy <input type="checkbox"/>	Wall <input type="checkbox"/>	Roof <input type="checkbox"/>		
Other:	Specify _____				

Permit Information	(Please check only one)	(Please check Yes or No)	
	<input type="checkbox"/> Erect <input type="checkbox"/> Relocate <input type="checkbox"/> Other	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"/>

Will electricity be involved?
 Yes No ► **Name of licensed electrician:** _____

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: _____

Do Not Write below This Line Official Use Only

APPROVED _____ 20____

DENIED _____ 20____

REASON: _____ BY _____

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. (if applicable)
 - 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.

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.

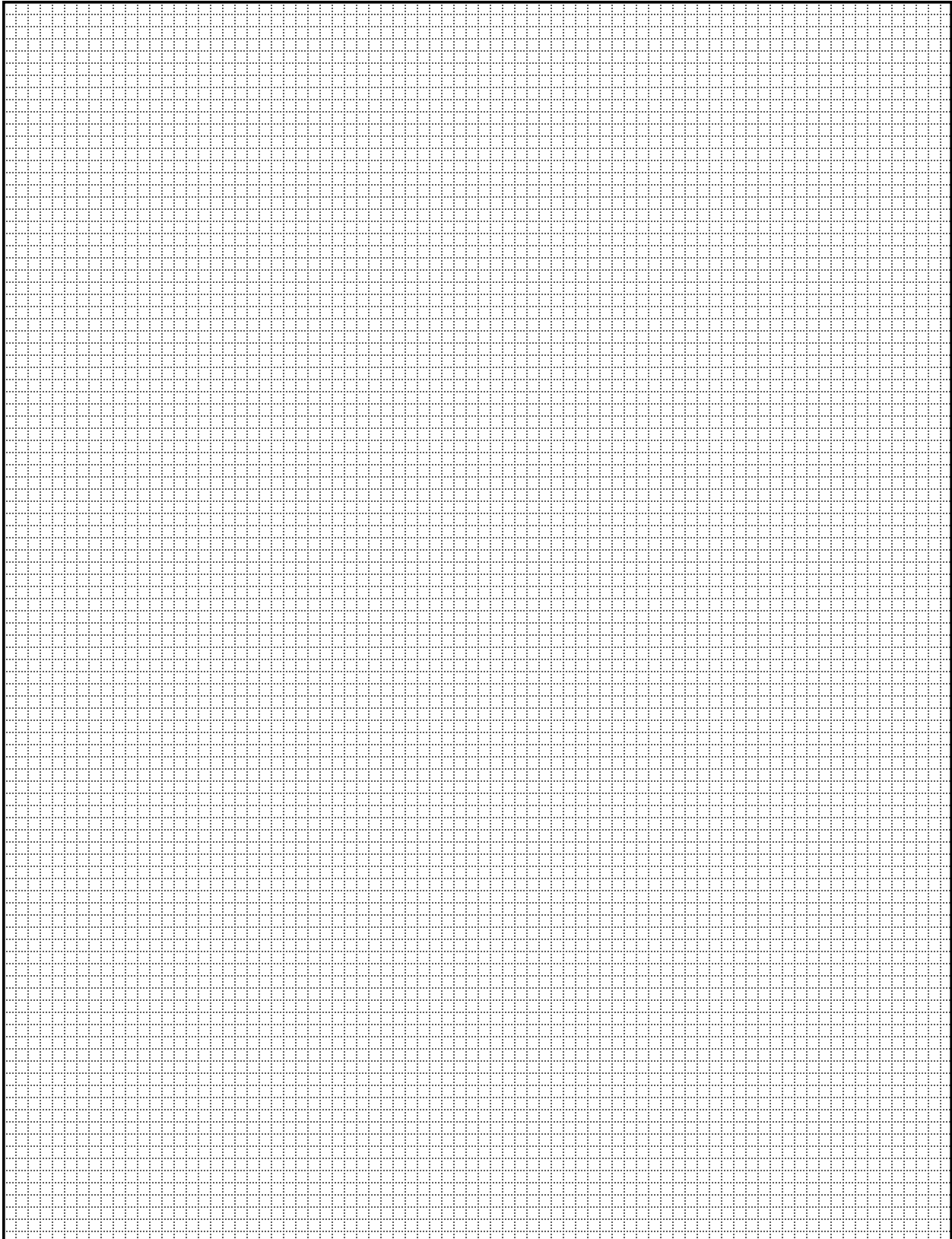
All permanent signs require inspections. Failure to acquire inspections may result in fines, penalties or suspension of license.

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.

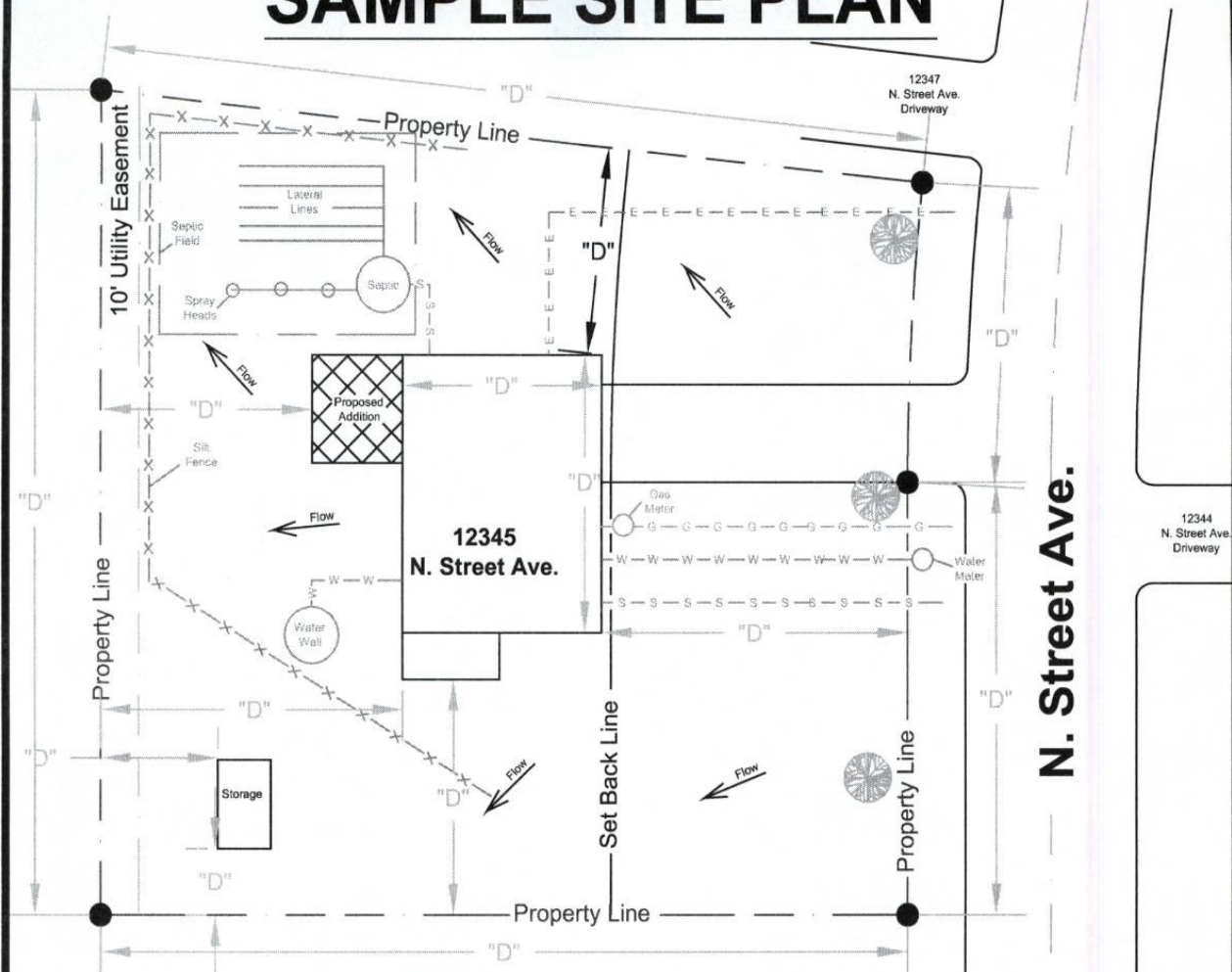
Fees

Permanent Signs (whichever is greater)	\$30.00 or \$2.00 sq.ft.
Temporary Signs (whichever is greater)	\$30.00 or \$2.00 sq.ft

SITE PLAN



SAMPLE SITE PLAN



LEGEND

← Flow	Drainage Flow Arrow
-x-	Silt Fence (Erosion Control)
-G-	Natural Gas Service Line
-W-	Water Service Line
-S-	Sanitary Sewer Service Line
-E-	Electrical Service Line
	Tree

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



CHECKLIST

- | | |
|---|--|
| <ul style="list-style-type: none"> [] Address [] Street Name(s) [] Property Line w/Dimensions [] Structure(s) w/Dimensions [] Setback lines [] Existing/Proposed Utilities <ul style="list-style-type: none"> [] Water Service [] Water Well [] Sanitary Sewer Service [] Septic System [] Electrical Service [] Natural Gas Service | <ul style="list-style-type: none"> [] Driveway [] Neighboring Driveway [] Landscaping [] Drainage Flow Arrows [] Erosion Controls [] Flood Zone Boundary (if applicable) [] Retaining Wall(s) [] Scale [] North Arrow [] Date [] Contact Information |
|---|--|

PLEASE
USE BLANK PAGE
ON BACK TO
DESIGN A SITE
PLAN