

City of Sapulpa



425 EAST DEWEY AVENUE . . . P.O. BOX 1130

Sapulpa, OK 74067

Application for Sign Permit

***Notice:** A separate application shall be submitted for each sign requested.

(Please allow at least 1 week (5 business days) for application processing once all required materials are submitted.)

- A scaled site plan and a photograph/drawing of the sign must be submitted with each application. Applications will not be accepted without this information.
- The scaled site plan must show property lines, right-of-way areas, entrances, proposed location of the sign, and measurements.
- Drawings for wall signs must show the length of the building and the location of the sign on the building.
- Illumination, if any, shall be by constant light.
- A licensed electrician shall install any electricity supplied to a sign.
- Signs requiring electricity must be inspected by the city building inspector.
- No sign or portion thereof shall be permitted in right-of-way areas.

1. Location of sign (address) _____

2. Owner of Sign _____

Address _____

Phone _____

3. Sign erector _____

Address _____

Phone _____

4. Sign construction material _____

5. Type of Sign: Ground____ Wall____ Projecting____ Temporary ____ Other____

6. Width _____ Length _____ Height _____ Total square feet _____

7. Zoning: AG____ Residential____ Office____ CBD____ Commercial____ Industrial____

Historical District _____ Historic Preservation Assoc. Approved____ Denied____

8. Will there be electricity supplied to the sign? Yes____ No____

If **Yes**, who will be the electrician? _____

Wall Sign

- A. Frontage (*lineal feet*) of building to which sign will be affixed _____
- B. Square footage of existing wall signs if any _____

Ground Sign

- A. Distance from right of way _____
- B. Distance to any existing ground sign _____
- C. Total lot frontage _____
- D. Is sign located at corner of intersection _____
- E. Square footage of existing ground signs if any _____

Projecting Sign

- A. Projection beyond building line _____
- B. Height above sidewalk _____
- C. Distance behind curb line _____
- D. Lineal feet of building sign is to be affixed _____
- E. Square footage of existing signs _____

Temporary Sign

- A. Is sign at corner of an intersection _____
- B. Distance from right of way _____

I have read the Sapulpa sign code regulations and hereby agree to abide by the provisions of this permit. I understand that a sign permit is issued based on the scaled site plan, photographs/drawings, and other information submitted with the application for a sign permit. I understand that the City of Sapulpa can revoke the sign permit for any sign that is not in compliance with Sapulpa sign code regulations.

Person Making Application (Print Name) _____

Address _____ City _____ Zip _____

Phone _____ Cell _____

Signature _____ E-mail Address _____

Office Use Only

Application Received By _____ Date _____

Approved _____ Rejected _____ Reason _____ Date _____

Issued By: _____ Date Permit Issued: _____

Fee: \$50.00 Temporary Sign Permit Expires: _____