



# Sign Permit Application

## CITY OF TAHLEQUAH

**Building Inspector**  
201 East Delaware Street  
Tahlequah, Oklahoma 74464

Phone: (918) 456-0651 ext.266  
Fax: (918) 456-8935

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

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All information on form must be completed

PROPERTY OWNER'S NAME \_\_\_\_\_ PHONES NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(NO.) (STREET)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTRACTORS NAME: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(NO.) (STREET)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TOTAL COST OF SIGN: \$ \_\_\_\_\_

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### TYPE OF SIGN

1. INDICATE THE TYPE OF SIGN TO BE INSTALLED:

GROUND SIGN  WALL SIGN  ROOF SIGN

PORTABLE SIGN  BILLBOARD SIGN

2. WILL THE SIGN BE AN: ON PREMISE SIGN  OR OFF PREMISE SIGN

### SIZE OF SIGN

1. WHAT IS THE TOTAL HEIGHT FROM GROUND TO TOP: \_\_\_\_\_ FT.

2. SIZE OF DISPLAY AREA \_\_\_\_\_ FT. X \_\_\_\_\_ FT.

3. IS SIGN A: SINGLE FACE  OR DOUBLE FACE

4. TOTAL DISPLAY AREA (ALL SIDES): \_\_\_\_\_ SQ. FT.

5. LINEAL FOOTAGE OF PROPERTY FRONTING A STREET: \_\_\_\_\_ FT.

6. WILL THE SIGN HAVE INTERNAL LIGHTING? YES  NO
7. WILL THE SIGN HAVE EXTERNAL LIGHTING? YES  NO
8. ARE THERE ANY EXISTING SIGNS ON THE PROPERTY? YES  NO

IF YES PLEASE INDICATE BELOW:

<u>TYPE</u>	<u>NUMBER</u>	<u>DISPLAY AREA</u>
GROUND <input type="checkbox"/>	_____	_____SQFT
WALL <input type="checkbox"/>	_____	_____SQFT
ROOF <input type="checkbox"/>	_____	_____SQFT
PORTABLE <input type="checkbox"/>	_____	_____SQFT
BILLBOARD <input type="checkbox"/>	_____	_____SQFT

IF YOU ARE INSTALLING A BILLBOARD SIGN, THE FOLLOWING INFORMATION MUST BE COMPLETED.

- A. WHAT IS THE DISTANCE TO THE NEAREST EXISTING SIGN ON THE SAME SIDE OF THE STREET. \_\_\_\_\_ FT
- B. WHAT IS THE DISTANCE TO THE NEAREST EXISTING SIGN IN A PERPENDICULAR LINE ON THE OPPOSITE SIDE OF THE STREET? \_\_\_\_\_ FT
- C. IS THERE A PUBLIC PARK WITHIN 150 FEET OF PROPOSED SIGN? YES  NO
- D. WILL THE SIGN BE LOCATED ON A STATE HIGHWAY? YES  NO
- E. IS THERE A RESIDENTIAL DISTRICT WITHIN 150 FEET OF THE PROPOSED SIGN?  
YES  NO

THIS APPLICATION MUST BE COMPLETED AND RETURNED TO THE INSPECTION DEPARTMENT, ALONG WITH A SET OF CONSTRUCTION PLANS FOR THE PROPOSED SIGN AND A SITE PLAN SHOWING PROPERTY LINES, LOCATION OF SIGN TO BE INSTALLED AND THE DISTANCE FROM THE PROPERTY LINE (SEE EXAMPLE DRAWING).