



OKLAHOMA COUNTY  
PLANNING DEPARTMENT  
320 ROBERT S. KERR, SUITE 201  
OKLAHOMA CITY, OK 73102

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Oklahoma County Zoning Regulations; Article II, Section 3

**SIGN PERMIT REQUIREMENTS  
AND APPLICATION**

Requirements:

- Plot Plan of the entire property showing:
  - Setbacks from property line.
  - Property lines and existing structures.
  - Setback requirements may be obtained from this office at the above- referenced telephone numbers.
  - Copy of **signed and notarized** Lease Agreement with property owner.
  - Copy of Warranty Deed of property with book and page number.
  - Complete set of structural plans for sign including footing plans, with engineer's seal.
  - ***Must comply with the Oklahoma County Subdivision, Zoning and Floodplain Regulations.***

Instructions:

- Applicant Information
  1. Applicant section must be filled out by the person(s) applying for the permit. This may include the contractor or the owner of the property.
  2. The applicant is the person or company paying for the permit.
  3. The applicant section must be filled out completely. Incomplete forms delay the permitting process.

Owner and Contractor Information:

1. All owner information must be completed with the correct, current address and telephone number of the owner and applicant. (*This is not the address for which the permit is being purchased.*)
2. *The current contractor name, address and telephone number must be included.*

Fee:

Sign permit - \$ .25 per square foot - minimum \$25.00.

ALL REQUIRED DOCUMENTS MUST BE RECEIVED, THE APPLICATION PROPERLY COMPLETED AND COMPLY WITH ALL COUNTY ZONING, SUBDIVISION, FLOODPLAIN AND BUILDING REGULATIONS BEFORE A PERMIT WILL BE ISSUED.

EFFECTIVE APRIL 1, 2010 AN ADDITIONAL \$4.50 WILL BE ADDED TO EACH BUILDING PERMIT APPLICATION AND ALL ASSOCIATED INSPECTION FEES PER OKLAHOMA STATE STATUTE TITLE 59 SECTIONS 1000.23 AND 1000.25.

- If you have any questions, please contact the following personnel:
  - **Oklahoma County Planning Commission**
    - Tyler Gammon  
Planning Director (405) 713-1361
    - Erik Brandt  
County Planner (405)713-7146

# OKLAHOMA COUNTY SIGN PERMIT APPLICATION

Fill out all sections of the application.

**Applicant Information:**      **Date:** \_\_\_\_\_      **Permit No:** \_\_\_\_\_

Staff use only

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Address of Sign Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Type Sign: \_\_\_\_\_ Distance from Nearest Sign: \_\_\_\_\_ Sign Height: \_\_\_\_ Sq. Ft. \_\_\_\_\_

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## Receipt

Received from: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Cash: \_\_\_\_\_ Check No.: \_\_\_\_\_ Received by: \_\_\_\_\_