



140 W 141st Street • Glenpool, OK 74033 • P: (918) 322-5409 • F: (918) 322-5432

**APPLICATION MUST INCLUDE:**

- Proof of ownership or notarized letter of permission from owner to allow new sign.
- Site plan (drawn to scale)
- Drawing with dimensions of the sign
- Drawing showing all signs located within a 1200' radius (*Billboard Apps Only*)
- Hard copy and PDF submission

**SIGN PERMIT**

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

Sign Location: \_\_\_\_\_ Business Name: \_\_\_\_\_

Addition: \_\_\_\_\_ Lot: \_\_\_\_ Block: \_\_\_\_ Section: \_\_\_\_ TWP: \_\_\_\_ Range: \_\_\_\_

Legal Description: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**SIGN INFORMATION**

- |   |                          |   |  |                                      |
|---|--------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> New Sign         | <b><u>SIGN TYPE:</u></b> | <input type="checkbox"/> Awning Sign          | <input type="checkbox"/> Outdoor Advertising                 | <input type="checkbox"/> Window Sign |
| <input type="checkbox"/> Existing Sign    |                          | <input type="checkbox"/> Inflatable Sign      | <input type="checkbox"/> Other Temp. Sign (e.g. Banner Sign) |                                      |
| <input type="checkbox"/> Promotional Sign |                          | <input type="checkbox"/> Ground/Monument Sign | <input type="checkbox"/> Wall Sign                           |                                      |
|   |                          | <input type="checkbox"/> Pole Sign            | <input type="checkbox"/> Other _____                         |                                      |

**WORK TYPE:**

- Install Sign  Elec. Repair of Sign  Re-hang Sign  Alter Face of Sign

Material \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_ Total Est. Cost: \$ \_\_\_\_\_

Setback from centerline of street boundary line: \_\_\_\_\_ Ft. from center of: \_\_\_\_\_

\_\_\_\_\_ Ft. from center of: \_\_\_\_\_

**EXISTING SIGNS:**

Location: \_\_\_\_\_ Type \_\_\_\_\_ Display Area \_\_\_\_\_ SF

Location: \_\_\_\_\_ Type \_\_\_\_\_ Display Area \_\_\_\_\_ SF

**-----STAFF ONLY BEYOND THIS POINT-----**

Board Action Required?  Yes  No If yes, case number: GBOA-\_\_\_\_\_

**SIGN PERMIT FEES** Sign Permit Fee: \_\_\_\_\_ Inspection Fee: \_\_\_\_\_ Total: \_\_\_\_\_

City Planner: \_\_\_\_\_  Approved  Rejected Date: \_\_\_\_\_

Building Official Approved: \_\_\_\_\_  Approved  Rejected Date: \_\_\_\_\_