

# **TOWN OF OOLOGAH**

## **Sign Application Process Information**

225 W ALTA, Oologah, OK 74053 / Main: (918) 443-2783 / Fax: (918) 443-2616

1. Sign permit applications should be hand-delivered or mailed to PO Box 939, Oologah, OK 74053. They may also be emailed to [oologahclerk@sbcglobal.net](mailto:oologahclerk@sbcglobal.net).

If the application is emailed, the permit will not be issued until payment is received.

2. Upon submittal of a complete permit application, a permit number will be assigned and the application will be prepared for review.

3. The installation of wiring or other electrical apparatus shall be done by a licensed electrical contractor, including replacement or maintenance involving disconnection/reconnection of wiring. Electrical signage and outline lighting shall be installed as applicable articles of the National Electrical Code.

4. The application fee for permanent signs is 5% of the cost of the sign, including construction (if applicable) Do not include installation fees. The minimum fee is \$50.00. Plus \$44.00 electrical inspection fee (if applicable). An application without the correct fees will not be accepted. Refunds will not be provided for denied permits.

5. Inspection of the sign will be scheduled upon installation. If, upon inspection, the sign does not comply with the Zoning Ordinance or Codes of the Town of Oologah, the sign must be brought into compliance or a zoning violation will be issued.

6. Questions regarding the status of a submitted application should be directed to the Code Enforcement Officer, (918) 559-8376.

Thank you for taking the time to review this information. Cooperation in these matters will greatly help staff to provide predictable and timely service to sign applicants and their clients.

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## SIGN PERMIT APPLICATION

PERMIT # \_\_\_\_\_

Business Name \_\_\_\_\_ Tel.No. \_\_\_\_\_

Valid Address for  
Sign \_\_\_\_\_

Primary Contact  
\_\_\_\_\_ Email \_\_\_\_\_

### TYPE OF SIGN

New \_\_\_\_\_ Altered \_\_\_\_\_

Wall \_\_\_\_\_ Monument \_\_\_\_\_ Projecting \_\_\_\_\_ Other \_\_\_\_\_ (Please describe below)

Single Faced \_\_\_\_\_ Double Faced \_\_\_\_\_ Other \_\_\_\_\_ (Please describe below)

Non-Illuminated \_\_\_\_\_ Illuminated \_\_\_\_\_

Type of Illumination: Internal \_\_\_\_\_ Indirect \_\_\_\_\_

### COST OF SIGN CONSTRUCTION (PLEASE ATTACH QUOTE WITH APPLICATION)

\$ \_\_\_\_\_

### MEASUREMENTS:

Freestanding Sign Height: \_\_\_\_\_ ft. \_\_\_\_\_ in.

Sign Dimensions:

Length: \_\_\_\_\_ ft. \_\_\_\_\_ in. Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Area: \_\_\_\_\_ Sq. Ft.

Wall Dimensions:

Length: \_\_\_\_\_ ft. \_\_\_\_\_ in. Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Area: \_\_\_\_\_ Sq. Ft.

Setback from Property Lines:

Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

A completed sign permit checklist is attached:

Applicant: \_\_\_\_\_

Sign Company Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

Tel. No.: \_\_\_\_\_

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

Email: \_\_\_\_\_

Name of Licensed Electrical Contractor \_\_\_\_\_

Electrical License Number \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Zoning: \_\_\_\_\_ Permit Number: \_\_\_\_\_

PERMIT FEE \$ \_\_\_\_\_ Paid by: Cash \_\_\_\_\_ Check No. \_\_\_\_\_

Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

Comments:  
\_\_\_\_\_

All rights and privileges acquired under the provisions of this chapter or any amendment thereto are mere licenses revocable for cause at any time by the Town Board. The enforcing officer or inspector is hereby authorized to recommend the revocation of any permit upon failure of the holder thereof to comply with any provision of this chapter. Omission of information on this application shall not excuse the applicant from any provision required in any applicable ordinance of the town. Any failure to comply with existing ordinance provisions will deem this permit application null and void.

## CHECKLIST FOR SIGN PERMITS

Notice: Applications omitting any of the required information listed below will be deemed incomplete and will not be accepted. A completed checklist must accompany all sign permit applications.

For Permanent Signs

- Provide a completed application, including all requested information not listed as being for “office use only”. A separate application is required for each sign.
- Provide a detailed drawing of the sign and any supporting structures, including dimensions, colors, materials and methods of illumination.
- For signs attached to buildings, provide a scaled elevation of the wall showing the proposed placement of the sign. Elevations should include detailed dimensional information of the entire wall upon which the sign is to be placed, and shall not be hand-drawn.

For detached signs, provide a detailed site plan, drawn to scale, showing the proposed placement of the sign on the property. Distances to adjacent property lines shall be clearly labeled. Hand-drawn depictions of the property will not be accepted.

- Provide a cost estimate for the construction of the proposed sign. If one estimate is provided for several signs, each requested sign should have an itemized cost.
- The application fee of is 5% of the cost of the sign, including construction (if applicable) Do not include installation fees. The minimum fee is \$50.00. Plus \$44.00 electrical inspection fee (if applicable).
- I have included the name and license number of the certified/licensed electrician if the proposed sign is illuminated and requiring a new, removal, or change in connections.
- I have read the attached “Sign Application Process Information”.