



SIGN APPLICATION

Receipt # _____
Fee: **\$25.00**

Business Name: _____

Applicant Name: _____

Proposed Sign Address: _____

Phone: _____ FAX: _____

Applicant Email: _____

Legal Description of subject property:

Addition: _____ Block: _____ Lot: _____ Zoning District: _____
Local Contractor: _____ Phone: _____

PROPOSED SIGN INFORMATION:

SIGN PERMIT	SIGN TYPE	SIGN SIZE	ELECTRICAL
<input type="radio"/> New	<input type="radio"/> Freestanding – Pole	_____ Height (ft/in)	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Relocate	<input type="radio"/> Freestanding – Pylon	_____ Width (ft/in)	<input type="radio"/> Externally Illuminated
<input type="radio"/> Alteration	<input type="radio"/> Wall Mounted – Flush	_____ Surface Area (sq/ft)	<input type="radio"/> Internally Illuminated
<input type="radio"/> Reface	<input type="radio"/> Wall Mounted – Projecting	_____ Total Height (ft)	<input type="radio"/> Changeable Copy
<input type="radio"/> Temporary	<input type="radio"/> Canopy	<input type="radio"/> Within 500' US Hwy	<input type="radio"/> Moving Marquee
	<input type="radio"/> Other	Estimated Value _____	

Proposed Sign Lettering _____

EXISTING SIGN (S) INFORMATION:

TYPE	SIZE
<input type="radio"/> Freestanding – Pole	_____ Height (ft/in)
<input type="radio"/> Freestanding – Pylon	_____ Width (ft/in)
<input type="radio"/> Wall Mounted – Flush	_____ Surface Area (sq/ft)
<input type="radio"/> Wall Mounted – Projecting	_____ Total Height
<input type="radio"/> Canopy	
<input type="radio"/> Other	

TYPE	SIZE
<input type="radio"/> Freestanding – Pole	_____ Height (ft/in)
<input type="radio"/> Freestanding – Pylon	_____ Width (ft/in)
<input type="radio"/> Wall Mounted – Flush	_____ Surface Area (sq/ft)
<input type="radio"/> Wall Mounted – Projecting	_____ Total Height
<input type="radio"/> Canopy	
<input type="radio"/> Other	

Additional Information:

All sign permit applications shall be submitted as scaled drawings with detailed sign layout drawings, building elevations and site plans (8 1/2" X 11" min.). Existing and proposed sign locations must be shown, easements, rights of way, and all public/private roads clearly marked on the site plan. Inspections are required for each sign installed.

I certify that the submitted information is true and correct and that all exhibits attached hereto and transmitted herewith are true.

Applicant's Signature

Date:

NOTE: Applications which are approved must conform to all zoning ordinances and building codes. All work done under this permit must be constructed as shown on this application.

Email completed and signed application to: mmartinez@altusok.gov

OFFICE REVIEW - Date: _____

Attached drawing of sign with dimensions? _____

Attached site plan showing proposed location of sign? _____

SIZE

Lot frontage _____ ft

Existing signs _____ sq./ft

Existing + proposed sign _____ sq/ft

+/- Signage _____

GROUND SIGN

Distance from property line (ft) _____

Height [< 30'] _____ ft. /in

Distance from right-of-way (ft) _____

Height sign base [> 9'] _____ ft. /in

Distance from US Hwy (ft) _____

Overhang [< 6'] _____ ft/in

APPROVED **DISAPPROVED**

Building Official

Date

INSPECTION

Sign Contractor _____ Permit No _____

Electrical Contractor _____ Permit No _____

Date: _____ By: _____ **APPROVED** **DISAPPROVED**