



## **TEMPORARY SIGN PERMIT REQUIREMENTS**

(Includes banners, mobile or portable signs, or promotional business signs)

**DRAWING SUBMITTAL:** Two (2) copies of complete set of drawings are required for plan review. Drawings must be submitted along with a completed permit application form (attached)

**NECESSARY DRAWINGS:** The following is a general outline of the drawings necessary for plan review (staff may request additional information as necessary).

1. Site plan (including location of the sign in relation to any buildings on the site, location to property lines, and scaled dimensions);
2. Drawing or photograph of the proposed sign, including wording on sign, size in square feet of sign, and overall dimensions of sign.
3. Details and specifications on how the sign will be anchored in place.

**FEE:** Temporary signs - \$20.00 per sign

### **NOTE:**

1. Permit fee is non-refundable.
2. Drawings must be drawn to scale, dimensioned and of sufficient clarity and accompanied by a permit application. Insufficient plans will not be accepted for review.
3. Permit holder is responsible for requesting and completing all required inspections.
4. Temporary permits (banners, portable signs, etc.) are allowed for four 30-day periods within a calendar year for a total of 120 days. A permit shall be required for each temporary sign displayed and shall be valid for a period of thirty (30) days. The application for a temporary sign must specify the time frame requested for a temporary sign permit.



**COMMUNITY DEVELOPMENT DEPARTMENT**

City of Bartlesville \* 401 S. Johnstone Ave. \* Bartlesville, OK 74003 \* 918-338-4244

**APPLICATION FOR TEMPORARY SIGN PERMIT**

Address of Sign: \_\_\_\_\_

Duration of Sign:     \_\_\_ 30 Days (minimum)                     \_\_\_ 60 days  
                                  \_\_\_ 90 days                     \_\_\_ 120 days (maximum time for 12 months)

**Business Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_  
Contact Person: (if applicant is a sign company): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Sign Information:**

Changeable Copy Sign or Electronic Message Center Sign on the premises? Yes \_\_\_ No \_\_\_  
Are other temporary signs in use on the property? Yes \_\_\_ No \_\_\_  
Is this an on premise sign? Yes \_\_\_ No \_\_\_  
Is the site/location rented? Yes \_\_\_ No \_\_\_

**Type of Sign:**

Balloon	Banner	A-Frame
Portable	Human	Temporary Use Or Special Event

If Other, please describe: \_\_\_\_\_

Description of Sign: \_\_\_\_\_

**Size and Location:\*** *Note: The size of the sign is determined by drawing a box around all elements of the sign.)*

Number of Signs	If Attached: Location on Building (east wall, etc.)	Area of Sign in Sq. Ft.	Height of Sign at Highest Point(feet)	If freestanding: Setback from ROW	If freestanding: Setback from Side Lot Line

\*Attach scaled drawing of each proposed sign along with a site plan showing the location of each sign on the building or site.

Is the sign to be illuminated? Yes \_\_\_\_ No \_\_\_\_

How will Sign be secured or anchored? \_\_\_\_\_

Dates Sign is to be Displayed: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

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

Signature of Property Lessee: \_\_\_\_\_

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

Signature of Owner of Sign: (if different than above) \_\_\_\_\_

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

Signature of Applicant: (if different than above) \_\_\_\_\_

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

Signature of Contractor: (if different than applicant) \_\_\_\_\_

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

<b>Important Information to Applicants, Property Owners, and Sign Companies:</b>
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- Applications will NOT be accepted without all required supporting documents.
- A rendering of the proposed temporary sign, such as a drawing, sketch or photo, must be submitted with the application.
- If this is a freestanding sign, a copy of an accurate survey must accompany this application showing the location of the sign on the site in relation to the nearest property line.
- Signs are not permitted to be placed on the public right-of-way.
- All temporary signs must be located and erected so as not to create a dangerous condition or sight obstruction to motorists and pedestrians.
- All temporary signs must be maintained in good repair during the period it is displayed.
- Temporary signs are limited to 40 square feet in size, unless the sign design has been sealed by an Oklahoma Registered Engineer confirming compliance with all applicable sign construction and structural standards; however, a temporary sign shall not, in any case, exceed ninety-six (96) square feet in area.
- Banner signs may be displayed for no more than one hundred twenty (120) days in the same calendar year. A permit is required for each temporary sign displayed and shall be valid for a period of thirty (30) days after which it may be renewed one time for an additional thirty (30) days. If a temporary sign is displayed for less than one month, it shall be counted as one full month.

***Internal Use Only:***

	<b>Date</b>	<b>Initials</b>
Application Received		
Is Downtown Design Review Required?      If Yes, Sent to P & Z		
Design Review Approved & Returned to CBO		
Application Approved		
Applicant Notified		
Permit Issued		