SIGN PERMIT REQUIREMENTS

(For permanent 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.
4. Wind loads calculations and certifications: to withstand a horizontal wind pressure of not less than 30 pounds per square foot of surface exposed for roof signs and projecting signs, or not less than 20 pounds per square foot of surface exposed for freestanding signs.

FEE:

Consolidated Sign Plan	$100 flat fee
Attached Signs	$50.00 per sign
Freestanding Signs:	
- Up to 20-feet in height	$50.00 per sign
- For every foot over 20-feet	$20.00 up to the maximum of 30 feet

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. City ordinance requires that the installation of a permanent sign be done only by a sign contractor licensed to do business in the City of Bartlesville. The contractor is responsible for requesting and completing all required inspections.
4. Signs with electricity require a separate electric permit issued to an electrical contractor licensed to do business in the City of Bartlesville.
5. The maximum sign area permitted for a site is computed as the combined area of all sign faces counting one side of a double-sided sign. As such, information must be provided with your application on the area in square feet of all existing sign faces already located upon the site. Without this information, your permit cannot be issued.

COMMUNITY DEVELOPMENT DEPARTMENT
401 S Johnstone Ave. * Bartlesville, OK 74003 * 918-338-4244

APPLICATION FOR SIGN PERMIT

Address of Sign(s): _____ Site Zoning: _____

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 Contractor Information:

Note: City ordinance requires that installation of a permanent sign be done only by a sign contractor licensed to do business in the City of Bartlesville.

Name: _____

Contact Person: (if applicant is a sign company): _____

Address: _____

City: _____State: _____ Zip: _____

Phone: _____ Fax: _____ Email Address: _____

SIGN INFORMATION:

Type of Sign:

Freestanding	Wall	Window
Canopy/Awning	Projecting	Mural

Other (explain): _____

Size and Location: *

All Signs				Attached	Freestanding	
Number of Signs	Illuminated? (If yes, Internal or External?)	Area of Sign in Sq. Ft. **	Sign Height (feet)***	Location on Building (east wall, etc.)	Setback from ROW	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.
** The area of the sign is determined by drawing a box around all elements of the sign.
***From tallest point of sign.

If sign(s) are illuminated, is electrical already in place? **YES** **NO**

If NO, Electrical Contractor name and phone number: _____

Property Use:

Commercial	Church	Office
School	Other:	

The following information must accompany this application.

____ Scaled drawing of proposed sign (scale must be indicated on drawing);
____ Location drawing, clearly drawn indicating roadways, parking lots & buildings;
____ Detailed, scaled drawing of building elevation where sign will be placed (wall signs only);

____ Drawing or plat of survey indicating exact location of sign including dimensions of setbacks from property lines (freestanding signs only);
____ Wind load calculations and certifications: to withstand a horizontal wind pressure of not less than 30 pounds per square foot of surface exposed for roof signs and projecting signs, or not less than 20 pounds per square foot of surface exposed for freestanding signs;
____ Photograph, including dimensions, of all existing permanent freestanding and wall signs already located upon the site;
____ Required signatures; and
____ Required fee

Important Information to Applicants, Property Owners, and Sign Companies:

- Applications will NOT be accepted without all required supporting documents.
- No sign may be erected, altered or relocated without a required permit being approved and issued by the City of Bartlesville. **This means that no sign may be constructed or installed prior to the permit being approved and issued!** Any violation of this code may result in fines up to $500.
- A sign permit application must be completed for each sign.
- Drawings or plats of survey submitted for freestanding signs must contain exact dimensions of setbacks from property lines and adjacent rights-of-way, and linear feet of property and building adjacent to roadways.
- All submitted drawings must be drawn to a common scale.
- If for some reason your plans change and you will not be installing the sign after it is approved, you must contact us at 918-338-4244 to let us know so that the file can be closed out.
- Properly completing the application and ensuring that all information contained therein and on all supporting documents is accurate will speed up the review process and approval of your permit.

Required Signatures:

The undersigned agrees that the proposed sign, described in this application, for which this permit is applied for will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Bartlesville Municipal Code applicable thereto in force when construction is commenced and further agrees that n the event of any variance or conflict between the plans and specifications submitted herewith, and the provisions or regulations of said ordinances and/or codes pertaining to such construction, that the provisions or regulations contained in said ordinances shall govern and shall be followed.

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: _____

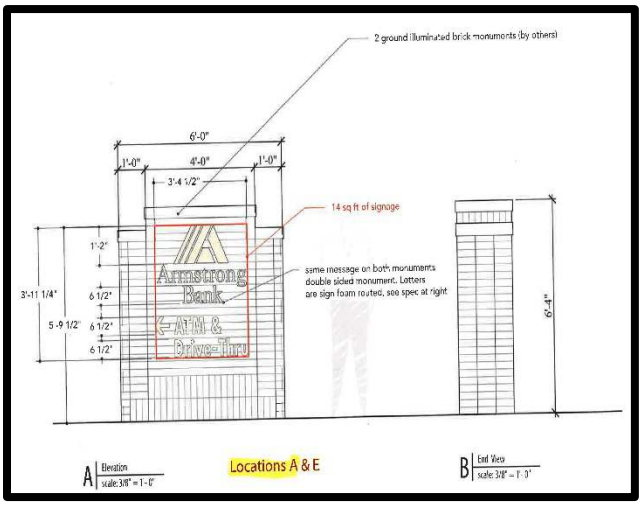
Signature of Contractor: (if different than applicant) _____

Date: _____

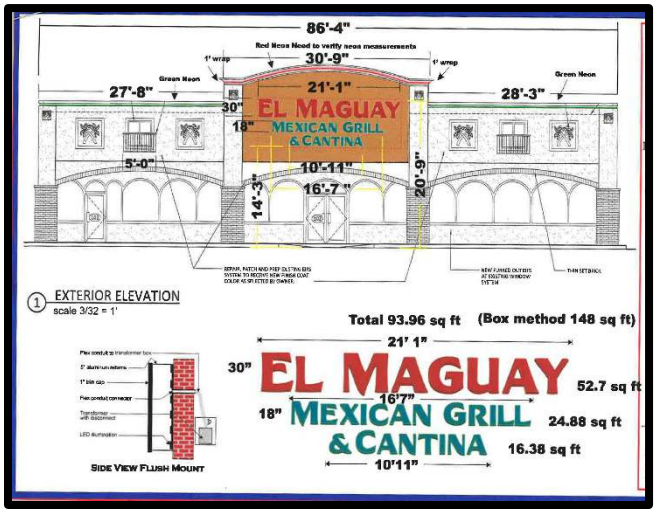
EXAMPLES OF DRAWINGS REQUIRED FOR SIGN APPLICATIONS

Sign Dimensions & Site Plan

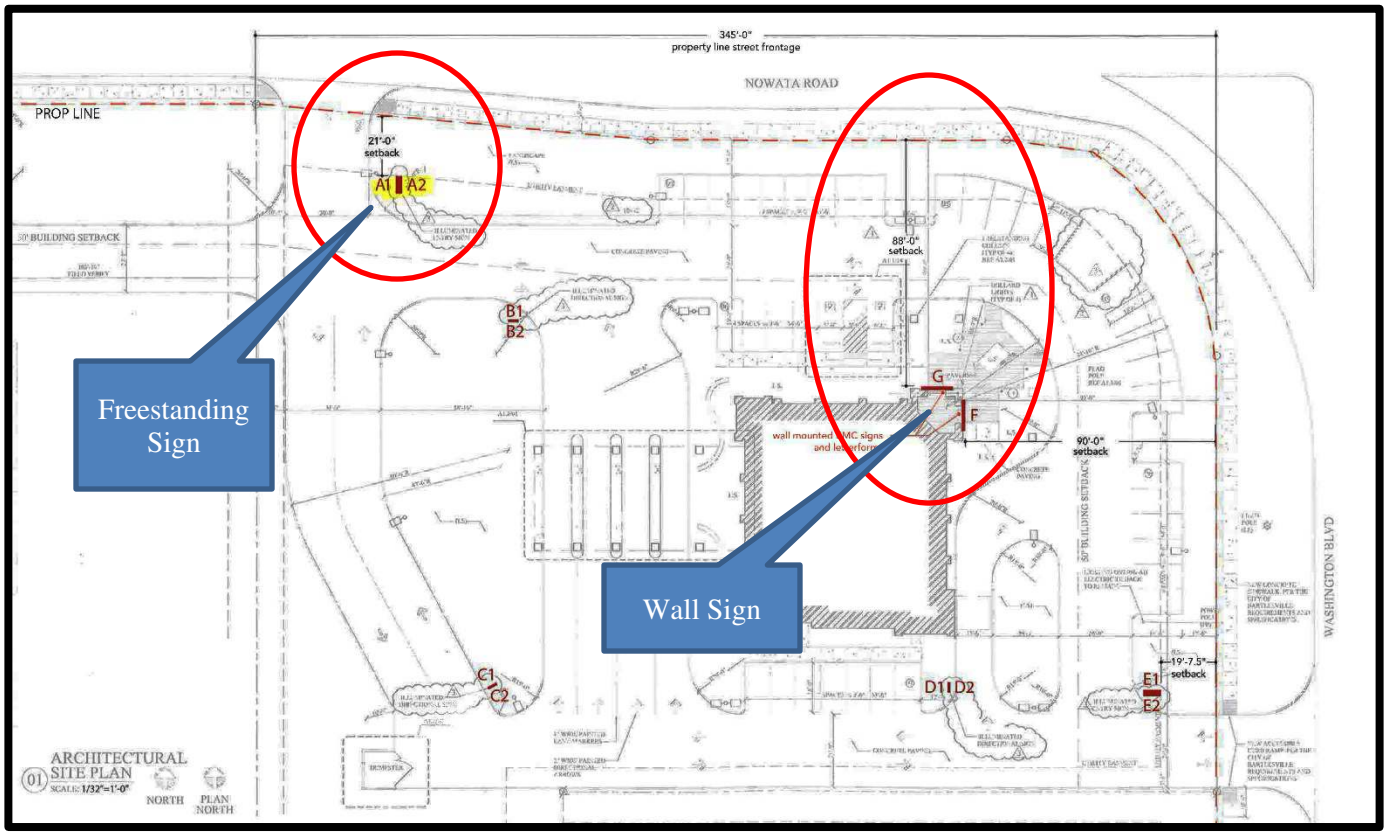
Freestanding Signs



Wall Signs



Site Plan



Internal Use Only:

	Date	**Initials**
Application Received		
Sent to CBO		
Received by CBO		
Is Downtown Design Review Required? If Yes, Sent to P & Z		
Design Review Approved & Returned to CBO		
Application Approved		
Applicant Notified		
Permit Issued		
Electrical Permit Issued		

Wall Signs	**Area in Sq. Ft.**
Total Wall Sign Area Allowed (a)	
Total Existing Wall Signs (b)	
Area Wall Sign Remaining (a-b=c)	
Area Requested (d)	
Freestanding Signs:	
Total Freestanding Sign Area Allowed (a)	
Total Existing Freestanding Signs (b)	
Area Freestanding Sign Remaining (a-b=c)	
Area Requested (d)	