

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

**X Applicant Please Complete Items 1 - 9**

PROJECT ADDRESS  <b>1.</b>	
BUSINESS / COMPLEX NAME  <b>2.</b>	
OWNER INFORMATION  <b>3.</b> Name _____  Address _____  City _____ State _____ Zip _____  Phone _____ Fax _____	
CONTRACTOR  <b>4.</b>	
VALUATION  <b>5.</b> \$ _____  X Include all costs for constructing the project, such as site work, architectural, structural, engineering, electrical and contractor's profit - but not land costs.	

**6. SIGN TYPE**

<input type="checkbox"/> Development Sign	<input type="checkbox"/> Monument Sign
<input type="checkbox"/> Directional Sign	<input type="checkbox"/> Pole Sign
<input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Wall Sign
<input type="checkbox"/> Other (Explain) _____	

**7. SIGN INFORMATION**

Will sign be illuminated?  No  Yes ▶ Requires Electrical Contractor

Sign Dimensions \_\_\_\_\_

Sign Area (SQ FT) \_\_\_\_\_

Sign Height (from grade to top of sign) \_\_\_\_\_

Sign Caption \_\_\_\_\_

**8. PROJECT DESCRIPTION**

Explain ▶ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. READ AND SIGN**

I hereby certify by my signature below that: 1) I understand that I am the person solely responsible for inspections and all related fees and charges, 2) I agree to abide by all laws and ordinances governing this type of work whether specified herein or not, and 3) I have read and examined this application and know the same to be true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**NOTICE OF REQUIREMENTS**

- Signs with electricity require work to be done by a Licensed Electrical Contractor having an active City registration.
- Freestanding signs exceeding eight feet in height require structural plans sealed by a structural or civil engineer licensed in the State of Oklahoma.

**PLANS REQUIRED**

Two copies of the following plans are required. Applications missing required plans will not be accepted.

- Plot Plan
- Detailed Drawing of Sign
- Building Elevations Showing Signs
- Footing Detail (Freestanding Signs)
- Structural Signs for Freestanding Signs Exceeding 8' in Height

**INSPECTIONS REQUIRED**

The following inspections are required. The holder of the permit is responsible for acquiring all necessary inspections.

- Footing - Call Before Concrete
- Electrical - Call Before Installing Sign
- Sign Final - Call After Installing

To request an inspection, call 252-0250.

**Community Development**  
P.O. Box 969 | 720 W. Willow Ave.  
Duncan, OK 73534

**(580) 252-0250 Voice**  
**(580) 255-1710 Fax**  
**www.cityofduncan.com**

**OFFICE USE ONLY**

NOTES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

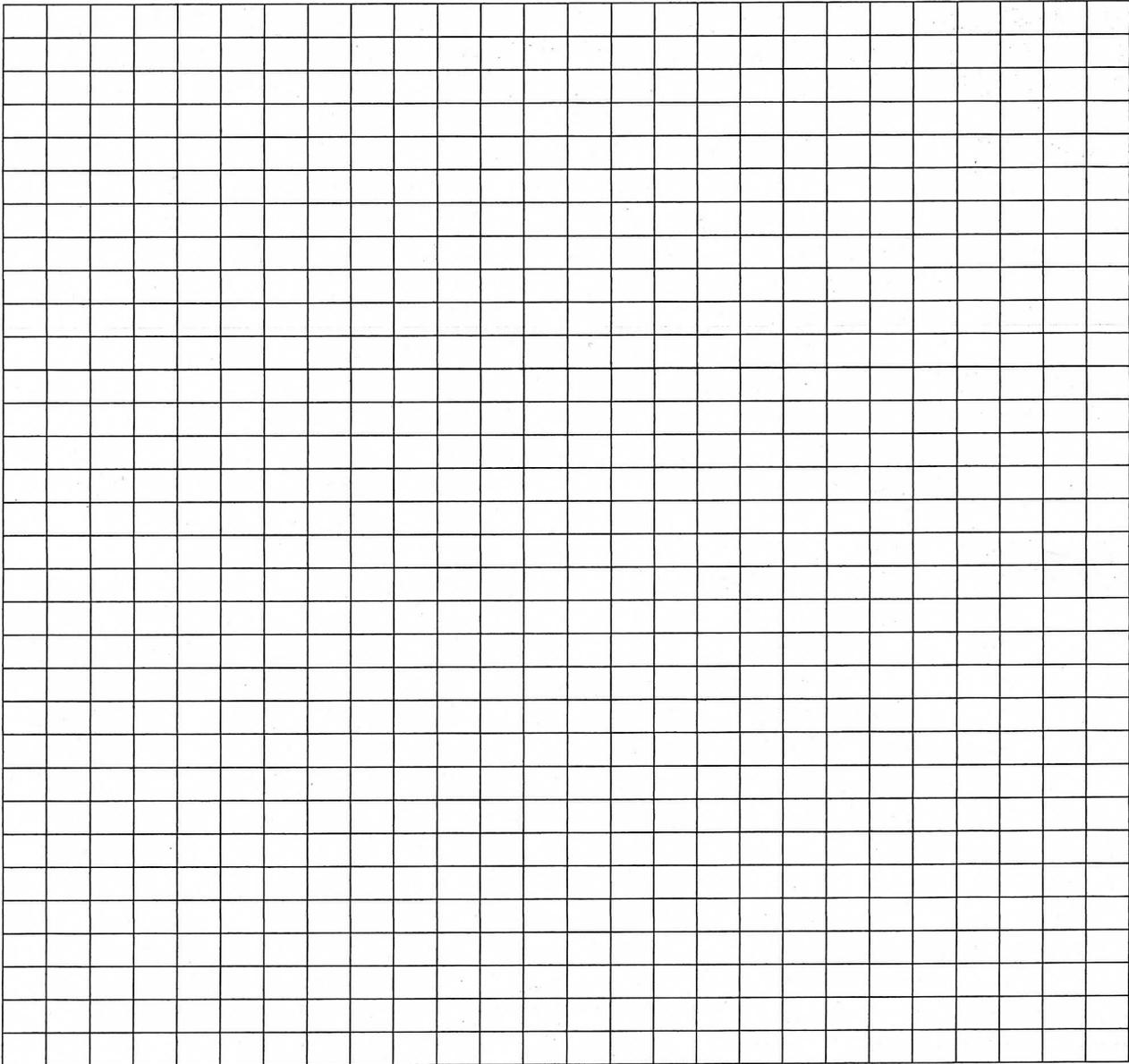
**City Official:**

Approved  
 Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

# Plot Plan Map



Site Plan **MUST** show all property lines and existing structures.

Site Plan **MUST** also include actual dimensions.

I certify that the above information is accurate to the best of my knowledge.

Applicant (Please Print): \_\_\_\_\_

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