



**City of Sand Springs, Oklahoma**  
**Sand Springs Neighborhood Services Division**  
100 East Broadway - P.O. Box 338, Sand Springs, Oklahoma 74063-0338  
[neighborhoodservices@sandspringsok.org](mailto:neighborhoodservices@sandspringsok.org)  
(918) 246-2572

## **MOVER'S PERMIT APPLICATION**

**YOU WILL NEED A MOVER'S PERMIT FROM THE CITY OF SAND SPRINGS IF THE OBJECT OR STRUCTURE TO BE MOVED IS:**

- ✓ Greater than 14' in overall width.
- ✓ Greater than 14'-6" in overall height.
- ✓ Greater than 90' in overall length (including trailer and towing vehicle)
- ✓ Traveling upon a city street during any portion of the move.

**IN ADDITION TO THE OVERALL WIDTH, HEIGHT, LENGTH AND GROSS WEIGHT OF THE OBJECT OR STRUCTURE BEING MOVED, PERMIT APPLICANTS SHALL PROVIDE THE FOLLOWING:**

- ✓ The map or description of routing through the city.
- ✓ A current general liability insurance policy showing minimum coverage of \$1,000,000 per occurrence.
- ✓ Address and telephone information of the firm performing the move.
- ✓ Name and immediate contact information of the individual responsible for the object or structure's movement.

**THE CITY OF SAND SPRINGS MOVING PERMIT FEE IS \$100.00.**

**AS DETERMINED BY THE CITY MANAGER OR DESIGNEE(S) THEREOF, THE FIRM PERMITTED TO PERFORM THE MOVEMENT MAY ALSO BE REQUIRED TO PROVIDE THE FOLLOWING AT ITS EXPENSE:**

- ✓ Additional escort personnel authorized to perform law enforcement upon the streets of the city, as the city deems sufficient to protect the public's health, safety and welfare.
- ✓ Firms or entities authorized by the city to protect public infrastructure – including but not limited to altering or removing traffic signal installations or traffic signage.

**APPLICATIONS FOR A MOVER'S PERMIT SHALL BE RECEIVED BY THE CITY AT LEAST TWO (2) BUSINESS DAYS PRIOR TO THE PLANNED MOVEMENT.**

**UNLESS OTHERWISE AUTHORIZED BY THE CITY MANAGER OR DESIGNEE(S) THEREOF, MOVEMENT OF ANY OVERSIZED OBJECT OR STRUCTURE, OR ANY ACTIVITIES RELATED THERETO, SHALL BE PROHIBITED UPON THE PUBLIC STREETS OF THE CITY BETWEEN THE HOURS OF 7 A.M.-9 A.M. AND 4 P.M.-6 P.M., MONDAY THROUGH FRIDAY.**

**PRIOR TO COMMENCING MOVEMENT OF ANY OVERSIZED OBJECT OR STRUCTURE THROUGH THE CITY, THE PERMIT APPLICANT SHALL CONTACT THE CITY'S POLICE AND FIRE COMMUNICATIONS CENTER AT 918-245-8777.**

**City of Sand Springs, Oklahoma  
Mover's Permit Applicant Information**

**APPLICANT NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_

**BUSINESS FAX:** \_\_\_\_\_

**BUSINESS E-MAIL:** \_\_\_\_\_

**FEDERAL ID NUMBER:** \_\_\_\_\_

**RESPONSIBLE PERSON:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_

**OVERALL WIDTH:** \_\_\_\_\_

**OVERALL HEIGHT:** \_\_\_\_\_

**OVERALL LENGTH:** \_\_\_\_\_

**GROSS WEIGHT:** \_\_\_\_\_

**MOVEMENT DATE:** \_\_\_\_\_

**ARRIVAL TIME:** \_\_\_\_\_

**ROUTE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach a route map (if available) and a certificate of insurance.**

The City of Sand Springs, Oklahoma, regulates the movement of objects or structures upon the streets of the city under provisions of SECTION 15.40 of the city's Code of Ordinance. The city manager or designee(s) thereof reserves the right to set specific conditions upon the movement of oversized objects or structure upon city streets, and may restrict the scheduling, rescheduling or commencement thereof if the movement would create a detriment to the public's health, safety or welfare.

## **Helpful Numbers**

### **City Moving Permits:**

Jenny Bettinger: (918) 246-2572

### **Traffic Signals:**

Signal Tek, Inc.

Martha: (918) 584-3636

Taylor: (918) 519-6675

### **Sand Springs Police – Additional Traffic Control:**

John Mars: (918) 246-2533

Todd Enzbrenner: (918) 246-2538

### **Street Department:**

Rodney Dale Castleman, Superintendent: (918) 246-2592

Ray Walters, Foreman: (918) 246-2593

**Sand Springs Railway – You must contact and make independent permit or authorization arrangements with the Railway prior to moving across any of its crossings:**

James Tilton: (918) 497-0893

**Call Police/Fire Communications Center BEFORE entering into City Limits:**  
**(918) 245-8777**