

# SIGNS

## *A Guide to Sign Permits*

### Questions?

<b>Sign Permit Applications</b>	<b>(918) 246-2572</b>
<b>Zoning Issues</b>	<b>(918) 246-2575</b>
<b>Inspections</b>	<b>(918) 246-2572</b>
<b>Right-of-Way Inquiries</b>	<b>(918) 246-2579</b>
<b>Utility Locations</b>	<b>(800) 522-6543</b>



[www.sandspringsok.org](http://www.sandspringsok.org)



**City of Sand Springs, Oklahoma  
Neighborhood Services Department**

**Municipal Building  
100 E. Broadway St. – PO Box 338  
Sand Springs, OK 74063  
[neighborhoodservices@sandspringsok.org](mailto:neighborhoodservices@sandspringsok.org)**

## Do I need a sign permit?

Under the City's Zoning Code, virtually all business signs need a Sign Permit **BEFORE** they can be erected or installed.

Signs not requiring a Sign Permit include: A nameplate less than four square feet attached to the wall of a building; temporary real estate or construction signs; inscribed tablets built into building walls; signs not visible from a public street; warning, directional or instructional signs; Legal notices or address numbers; and signs for use inside a building.

Changes that alter the size or shape of an existing sign require a Sign Permit. However, general maintenance or changing of a sign face does not require a permit.

Election campaign signs do not require a permit provided they are erected within 10 days of an election and removed within five days after an election.

Banners attached to the wall of a building do not require a permit as long as they are no larger than 32 square feet in area and remain in good appearance and condition.

## How Do I Apply for a Sign Permit?

Sign Permit applications are available in the Neighborhood Services Division, located at 100 E. Broadway, during normal business hours. Forms can also be emailed or faxed upon request. Applications can also be completed on-line (with attachments).

In addition to completing the application form, applicants must also submit a drawing of the sign showing dimensions, materials to be used and illumination type and source (if applicable); as well as a site plan showing the sign's location in dimensional relation to the centerlines of adjacent streets or alleys, utility easements, buildings and other signs.

Completed applications will be reviewed for zoning compliance, structural integrity and electrical installation (if illuminated). Applicants will be notified by telephone or e-mail that their permit has been approved and is ready to be picked up and paid for.

## How Much Does a Sign Permit Cost?

In most cases, each sign will require issuance of a separate permit. Fees are \$55.00 for signs 100 square feet or less in display area and \$110.00 for signs in excess of 100 square feet in display area plus a \$25.00 zoning fee. Only one side of a double-sided sign is used to calculate display area for billing purposes. An additional fee may be added for electrical inspections.

## Are Portable Signs Allowed?

Signs without a permanent permit shall only be permitted to inform passersby of an emergency or an unexpected non-recurring event such as a business grand opening. Such signs must be adequately anchored to withstand weather conditions. The sign base cannot be more than 24 inches from the ground and must be level and square with the property boundaries.

Portable sign permits in general are limited to one 30-day period per year from the date of issue. The permit fee is \$50.00.

## Important Things to Remember

All lighted signs shall not have flashing lights.

All electrical installations shall be done by an electrical contractor currently licensed with the State and registered with the City.

No sign shall be placed on the public right-of-way.

Plywood shall not be used as a sign face. MDO board is an acceptable wood alternative.

A sign's allowable location, height and size may be regulated by the property's zoning classification, proximity to other zoning districts and the location of other signs. Applicants with questions about these regulations should contact City staff before submitting their materials.

New outdoor advertising signage is prohibited in the city limits. Existing outdoor advertising signage may only be modified for safety or code compliance purposes.