



## SIGN PERMIT APPLICATION

Application Number: \_\_\_\_\_

Project Address: \_\_\_\_\_ Suite/Bldg#: \_\_\_\_\_

Property Owner: \_\_\_\_\_ ( ) \_\_\_\_\_  
Name Address Phone

Sign Contractor: \_\_\_\_\_ ( ) \_\_\_\_\_  
Address City,State,Zip Phone

Electric Contractor: \_\_\_\_\_ ( ) \_\_\_\_\_  
Address City,State,Zip Phone

### TYPE OF SIGN:

Attached  Unattached

Install date: \_\_\_\_\_

Sign Reads: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Square Footage of Sign \_\_\_\_\_ Valuation of Work: \$ \_\_\_\_\_

An issued permit becomes invalid if the work on the site authorized by the permit does not commence within 180 days of issuance, or if the work on the site is incomplete due to suspension or abandonment 180 days after the work commenced.

### ALL SIGN PERMITS REQUIRE FINAL INSPECTION

**DRAWINGS SUBMITTAL:** Drawings must be submitted along with a completed permit application form. Applicant shall submit two (2) sets of plans on all signs drawn

to scale and in conformance with Ordinance # 582 of the City of Grove for plan review. The City of Grove will retain one set of plans and the applicant will receive the approved permit and plans to be kept at the building site.

**NECESSARY DRAWINGS:** The following is a general outline of drawings necessary for plan review (Building Inspection may request additional information if necessary).

**ATTACHED SIGNS:**

1. Dimensioned drawing of sign.
2. Elevation, indication length of elevation.
3. Location of sign on elevation.

**UNATTACHED SIGN:**

1. Dimensioned drawing of sign.
2. Detail of footing is required for all signs.
3. Site plan to include location of pole sign in relation to property lines (provided setbacks) easements.
4. Signs to be designed for 75 mph strait wind or 90mph 3 second gust.

**FEES:**

1. One-time Sign Permit Fee - \$50.00.
2. Inspection Fee for installation or removal of electrical sign - \$50.00

**NOTE:**

1. Pre-installation inspection is required for all Unattached Signs.
2. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
3. Permit holder is responsible for requesting and completing all required inspections.
4. Illuminated Signs:
  - a) Illuminated signs that are not listed by a testing agency shall be inspected and approved prior to installation. If the sign is listed, the listing number shall be provided at the time of application and the file number provided prior to or at the time of final electrical inspection.
  - b) Sign contractors may register with the city as a sign electrician contractor with a master or master sign license. This allows the contractor to connect the electrical if the primary wiring is existing within 6' of the sign. Otherwise, a separate registered electrical contractor will be required.

**SIGN INSPECTION PROCEDURE**

All signs erected within the City of Grove shall be inspected by the Building Inspection Department. The permit holder is responsible for requesting the required inspections. All sign construction or work shall remain accessible and exposed for inspection purposes until the inspections have been approved. The permit and approved plans are to be available and accessible at the job site for all inspections. The following is a listing of possible inspection:

1. **Pre-installation Inspection:** All Unattached signs must receive a per-installation inspection to determine if the proposed location of the sign is in compliance with

- applicable ordinances. The permit holder shall stake out the leading edge of the sign and then request the inspection.
2. **Footing/Pier Inspection:** To be made once all excavation is complete, all form boards and reinforcing steel is in place, and underground electrical work is approved, and prior to placement of any concrete.
  3. **Underground Electrical Inspection:** To be made once the underground conduit is in place, prior to the work being covered up.
  4. **Rough Electrical Inspection:** Electrical inspections shall be conducted on the job site after the sign is installed and all field wiring is complete. This inspection will be performed the next working day after the inspection has been requested. Appointments for inspections may be made by calling the morning of the inspection between the hours of 8:00am and 8:30am. No appointments will be scheduled after this time. It is the contractor's responsibility to provide the appropriate equipment to access the sign including any interior field wiring.
  5. **Exception:** The applicant may provide a listing number and file number for the proposed sign from an approved testing agency. This listing number must be provided at the time of permit application and the file number provided prior to or at the time of final inspection. This will apply only to individual channel letters mounted on a common raceway with all secondary wiring contained within the sign.

**All electric signs and outline lighting shall:**

1. Be installed by a licensed and qualified person.
2. Be installed in a neat and workman like manner.
3. Use parts and components approved for the purpose.
4. Be installed in accordance with the manufacture's installation instructions.
5. Be installed in accordance with the adopted NEC Electrical Code.

**Final Electrical Inspection:** To be made after all electrical work is completed

**Final Sign Inspection:** To be made after all sign work is completed.

Contractors who fail to have their signs inspected in a timely manner according to these procedures are subject to have their registration revoked and will not be able to obtain permits within the City of Grove. Also, persons knowingly installing a sign and connecting it to power sources, which have not been permitted and inspected, are subject to the same penalties.

Sign Requirements are specified in Ordinance No. 582 and may be obtained on the City of Grove website [www.cityofgrove.com](http://www.cityofgrove.com) or by contacting the Building Inspection Department at 918-786-6107.

=====  
I hereby certify that I am an authorized agent of the owner, and have the owner's consent to enter onto the property to complete the work. After close review of the application, I further certify that the information provided is true and correct to the best of my knowledge. The work shall comply with all information provided of laws and ordinances of the State of Oklahoma and the City of Grove, whether specified or not within this application.

The granting of a permit does not presume to give authority to violate or cancel the provisions of any Federal, State, or local law regulation construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number \_\_\_\_\_

\*\*\*\*\*Office use only\*\*\*\*\*

Zoning: \_\_\_\_\_ PD Requirements \_\_\_\_\_ Overlay? \_\_\_\_\_

Classification: \_\_\_\_\_ Max Allowed SF: \_\_\_\_\_ Provided SF: \_\_\_\_\_

CO # \_\_\_\_\_ Elevation: \_\_\_\_\_ Length of Elevation \_\_\_\_\_ Projection \_\_\_\_\_

Width Coverage \_\_\_\_\_ Height of Sign \_\_\_\_\_ Front Setback \_\_\_\_\_

Permit & Plans Received By \_\_\_\_\_ Date \_\_\_\_\_

Building Inspections Department office located at City Hall, Main Office 104 W. 3<sup>rd</sup> Street, Grove, Ok 74344 phone 918-786-6107, fax 918-786-8939.