



Commercial Sign Construction Submittal Requirements

When submitting, you will need the following information:

1. Building Address
2. Owner, Contractor and Applicant Information - Contact Persons and Phone/email
3. Specific Proposed and Existing Uses
4. Estimated Cost
5. Height and square footage of Sign
6. Scope of Work

Plan Requirements

Please upload a single combined multipage PDF vector file with sheet references as bookmarks that contains:

1. Site Plan: (North arrow required)
 - A. Location and dimension, in feet, of all property lines, right-of-way lines, and public and private easements. Show distance from highways when within 500 feet.
 - B. Location and dimension, in feet, of all structures, drives, parking, landscaping, screening and lighting (both existing and proposed).
2. Footing and Foundation Plan with details
3. Exterior Elevations: Drawings shall depict accurate material/appearance of the structure.

* **NOTE** * Some plans may be required to be designed by an Engineer licensed in the State of Oklahoma.

Submittal Fees