



The City of OKLAHOMA CITY



TEMPORARY SIGN PERMIT SUBMITTAL REQUIREMENTS

ESSENTIALS FOR SUBMITTAL

- Applicant contact information.
- Total number of signs per graphic design.
- Notarized **Affidavit of Liability** attesting that you have contacted any/all property owners and have been granted permission to place signs in front of their property.
- \$25.00 permit processing fee per graphic design.
- \$0.25 sticker fee per each sign being placed.

WHERE TO APPLY FOR PERMIT

- Business Center Offices located on the 1st floor at 420 W. Main Street, Oklahoma City, OK 73102.

REGULATIONS TO FOLLOW

- Temporary signs within the street right-of-way will require a **Temporary Sign Permit**.
- Temporary signs will require a color-coded permit sticker to be considered legal.
- Permit stickers will be active for one month, though multiple months may be purchased.
- Permit stickers must be attached to the top of each sign and only one sticker may be displayed at a time.
- Temporary signs cannot be placed within the site triangle of any intersection or driveway and must never be placed where it may interfere with traffic.
- Temporary signs may not exceed 30" in height, nor 18" x 24" in dimension.
- Temporary signs must be removed by the end of the month for which they were permitted.

- Temporary signs cannot be placed or attached to any structure nor on any other improvement in the right-of-way.

FREQUENTLY ASKED QUESTIONS

- **Q:** Do I file for a temporary sign permit if planning a garage sale? **A:** No, a separate garage sale permit will be required and falls under separate regulations.
- **Q:** What if the sign isn't near the road? **A:** Private temporary signs will not require a permit so long as they are not located in the right-of-way.
- **Q:** Is a sign contractor required? **A:** No, sign contractors are only required for the placement of permanent signage.
- **Q:** If I purchase a sign sticker in the middle of the month, can I keep it placed until the same date next month? **A:** No, temporary sign stickers are only good to the end of the month.
- **Q:** Do campaign or real estate signs require a permit? **A:** Only where located within the street right-of-way; typically between the curb and sidewalk.

CONTACT US

- Call us at 405-297-2525, option 4 for general questions and information.

