



The City of  
**MIDWEST CITY**  
 COMMUNITY DEVELOPMENT DEPARTMENT -  
 CURRENT PLANNING DIVISION

Billy Harless, Community Development Director  
 Ron Green, Manager

ENGINEERING DIVISION  
 John Derek Jackson, City Engineer  
 CURRENT PLANNING DIVISION  
 Ron Green, Manager  
 COMPREHENSIVE PLANNING  
 Anais Starr, Comprehensive Planner  
 BUILDING INSPECTION DIVISION  
 Charles Belk, Building Official  
 GIS DIVISION  
 Kathy Spivey, GIS Coordinator

**APPLICATION FOR SIGN ERECTION PERMIT**

DATE OF APPLICATION: \_\_\_\_\_

DATE PERMIT ISSUED: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

FEE: \_\_\_\_\_

1. PROPERTY OWNER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

2. ERECTING SIGN CONTRACTOR: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 NAME: \_\_\_\_\_ MWC LICENSE NUMBER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

3. PLACE OF SIGN ERECTION: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 NAME OF BUSINESS: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

4. Two (2) blueprint of sign attached? YES NO

5. Stress sheet and calculations attached: YES NO

6. Will sign be lighted? YES NO

IF YES: Electrical Contractor's Name: \_\_\_\_\_

Electrical Contractor's MWC License Number: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_

7. TYPE OF SIGN STRUCTURE: ( CIRCLE BELOW)

A) Free Standing ( on premises)

B) Free Standing ( off premises)

C) Wall Sign

D) Marque and/or Canopy Sign

E) Roof Sign

F) Projecting Sign

G) Temporary Sign

H) Awning Sign

I) Other \_\_\_\_\_

8. SIGN DIMENSIONS:

A) Maximum Height: \_\_\_\_\_

B) Dimensions of Sign: \_\_\_\_\_

C) Area of Copy: \_\_\_\_\_

9. Estimated Cost of Sign, Erection and Electrical Connection: \_\_\_\_\_

10. I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION AND ATTACHMENTS ARE TRUE AND THAT I WILL ABIDE BY ALL MIDWEST CITY ORDINANCES IN THE ERECTION OF THIS SIGN, BEING A LICENSED SIGN CONTRACTOR IN THE CITY OF MIDWEST CITY.

\_\_\_\_\_  
 SIGN CONTRACTOR

**NOTE:** IF CONSTRUCTION OF THE SIGN IS NOT COMMENCED IN SIX (6) MONTHS OF THE DATE OF ISSUANCE OF THIS PERMIT, SAID PERMIT IS NULL AND VOID.

Draw diagram showing position of sign or other advertising structure to nearby building or structures and right-of-way line.

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Zoning: \_\_\_\_\_ CHURCH \_\_\_\_\_  
RESIDENTIAL \_\_\_\_\_  
COMMERICAL \_\_\_\_\_

APPROVED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
PLAN REVIEW

APPROVED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
BUILDING OFFICIAL