



CITY OF JENKS
P.O. Box 2007 • 211 N. Elm
Jenks, OK 74037
Phone 918.299.5883 • Fax 918.299.4489

TEMPORARY SIGN PERMIT

BANNER PORTABLE SIGN 14 DAYS 30 DAYS

DATE: _____ PERMIT NO.: _____

DATES REQUESTED: From _____ to _____

NOTE: Businesses are allowed a temporary sign for 30 days by permit once per calendar year maximum **OR** for 14-day periods with minimum 14-day intervals between each use, not to exceed five (5) times per year.

SIGN ADDRESS AND/OR LOCATION: _____

NAME OF BUSINESS: _____

PROPERTY/BUSINESS OWNER CONTACT INFORMATION:

Name: _____ Phone: _____

Address: _____

APPLICANT CONTACT INFORMATION:

Name: _____ Phone: _____

Address: _____

PROPERTY DESCRIPTION (if known): Lot: _____ Block: _____

Addition: _____

ATTACHMENTS REQUIRED:

1. Site plan identifying where the sign/banner is to be located in relationship to property lines and existing buildings.
2. Picture or drawing of the sign/banner with dimensions.

FOR CITY USE ONLY

APPROVAL:

Building Inspections Date

PERMIT VALID from _____ to _____

\$14.00 / 14-Day Permit

\$30.00 / 30-Day Permit

DATE ISSUED: _____

APPLICANT SIGNATURE: _____ Date: _____

Applicant's signature acknowledges this permit becomes valid for the time period approved by the City and must be removed upon its expiration date.