



**CITY OF JENKS**  
211 NORTH ELM STREET • P.O. BOX 2007  
JENKS, OKLAHOMA 74037-2007  
PHONE (918) 299-5883 • FAX (918) 299-4489

## TEMPORARY SIGN PERMIT

Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

Banner

Portable Sign

**Note:** Temporary signs shall be allowed for a business for 30 days by a one-time permit or for fourteen day periods with intervals between the use of 14 days, with a maximum number of 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: \_\_\_\_\_

**Please Attach:**

1. A site plan identifying where the sign/banner is to be located in relationship to property lines and existing buildings.
2. A picture or drawing of the sign/banner.

\_\_\_\_\_  
*Applicant's Signature* \_\_\_\_\_  
*Date*

***Applicant's signature acknowledges this permit becomes effective on the date signed by applicant and is valid for the time indicated. The sign must be removed upon expiration.***

**FOR CITY USE ONLY**

**Approval:**

Zoning District: \_\_\_\_\_ Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

**Costs:**

\$14.00 - 14 Day Permit

\$30.00 - 30 Day Permit

Date Issued: \_\_\_\_\_