

Summary of the Norman, OK Temporary, Annual, Wind, Real Estate & Festival Sign Code

Most signs require a City permit. Permit applications are available at City Hall, Building A, Permit Counter, 201 West Gray Street, or at www.normanok.gov. For questions call 405-366-5432.

I. TEMPORARY SIGNS

Temporary signs include signs, banners, balloons or similar devices. They may not be displayed for more than 90 days to announce a special event. They are allowed only in industrial, commercial, office, and multi-family zones. Cloth, canvas, cardboard, or other material may be used, with or without a structural frame. Locations are part of the permit application, typically shown on site plans and/or elevation drawings. Most signs may only be located on the property where the event occurs. They may not be located in the public rights-of-way or in sight triangles (measured 30' @ intersections & 10' @ driveways measured along property lines).

A. Grand Opening Sign Provisions

1. Any temporary sign which calls attention to a new business. Signs otherwise prohibited may be allowed as long as they do not endanger public health, safety and welfare (subject to Code Compliance Officer approval).
2. Only one per business. Only in conjunction with the time of first opening to the general public at a particular location. Limited to a 10 day period.
3. Fee is \$25.

B. Temporary

1. Signs must be securely mounted to the ground, behind a window, or on a wall.
2. Total display area may not exceed 100 square feet (all faces, all signs combined).
3. The number is limited to 2 signs per street frontage per lot.
4. They may be permitted for up to 60 days. Such signs must then be removed for a period of time equal to the original permit. Permit fees are \$15 for 1-30 days and \$25 for 31-60 days.

C. Temporary Signs Exempt from Sign Permit and Fee (examples)

1. A sign affixed or displayed on the inside of a window for less than 90 days.
2. Decorations or displays incidental or customary to national, local or religious holiday or celebration.
3. Official government notices and traffic control signs.
4. Signs not visible beyond the boundaries of the property.
5. Flags – the national, state, religious, flag or a corporate (not exceeding 24 sf) flag.
6. Political signs.

II. ANNUAL BANNER SIGNS

1. No temporary signs may be erected on the premises while an annual banner is used and visa versa.
2. The number is limited to 2 per lot.
3. No single banner may be larger than 30 square feet per face.
4. The banner must be contained in a permanent, non-corrosive aluminum or steel frame, and securely mounted onto the wall of the building or the frame affixed to the ground.

5. The sign may only advertise the business or services on the same the lot.
6. The annual permit cost is \$100 per year for each sign and must be renewed annually or the sign and its framing removed. Multi-tenant properties do not qualify for this sign type.

II. WIND SIGNS

Wind signs are banners, flags, pennants, ribbons, spinners, streamers or captive balloons, or other objects or material fastened so they move in the wind. Wind signs are generally prohibited, except:

- A. Balloons up to 6 feet in diameter and pennants with no words or graphics allowed for up to 30 days with a \$25 permit. Allowed in all zones except C3, CR, TC, & M1 zones;
- B. One balloon, flag, or pennant may be attached to each vehicle offered for sale, provided the vehicle is legally parked on the property to which the permit is issued. Balloons, flags, and pennants must be attached to the vehicle, and may not exceed 18 inches in greatest dimension nor extend more than 7 feet above ground level. They may only be displayed between 5 p.m. Thursday and close of business Saturday. Annual permits cost \$50 for each separate lot. Allowed in industrial and commercial zones, but not allowed in office, multi-family or low density residential zones.
- C. Feather flags may be permitted for 6 months with a \$25 fee per flag, in-lieu-of temporary and annual banners subject to other regulations in the Sign Code – number, size, location, duration, maintenance. Prohibited in low density residential zones.

III. REAL ESTATE, OPEN HOUSE, MODEL HOME, DIRECTIONAL SIGNS

A. Real Estate Signs

1. No permit required if less than 6 square feet per face & located on the private property for sale.
2. Must remove 7 days after property is sold, leased or rented.
3. Industrial and Commercial zones – maximum 32 sf per face, 10’ high, 1 per street front.
4. Office zones – maximum 8 sf per face, 8’ high, 1 per street front.
5. Multi-family and low density residential zones – maximum 6 sf per face, 6’ high, 1 per street front.
6. A1 and A2 zones – maximum 32 sf per face, 6’ high, 1 per street front.

B. Open House Signs

1. No sign permit required.
2. Maximum 6 sf per face, 6’ high, 1 per open house.
3. Must remove when sales person not on duty.
4. Not allowed in Industrial, Commercial and Office zones.

C. Model Home Signs

1. Model Home permit required-\$100 annual fee.
2. Allowed only in R-1, R1-A, R-2, RM-2, RM-6, R-3 & RO zones. No sign permit required. Maximum 6 sf per face, 6’ high, 1 per model home. Must remove when home is no longer a model home.
3. Model home signs on the lot are allowed in low density residential zones a maximum of 32 sf per side or 32 sf total, 8’ high, and 1 per model home.

D. Directional Signs for Model Homes and Open Houses

1. No permit required, however allowed only under the following conditions.
2. Directional signs allowed only between 5 p.m. Friday and 7 a.m. Monday.
3. Must be located on private property and not in sight triangle or public rights-of-way; permittee responsible for getting written permission from property owner.
4. Maximum size is 2’ x 3’ sign face and 42” overall height.
5. Builders are allowed a maximum of 2 per subdivision with a maximum of 4 per section line road intersection.
6. Two model home signs are allowed in front of a subdivision, if a model home is manned daily.

IV. FESTIVAL OR PUBLIC EVENT BANNERS

1. Signs announcing specific events or promotions that are of a legitimate public benefit to the community at large may be erected within the public right-of-way when authorized by a “limited license”.
2. Application is made through the Planning Dept.. Such requests should be submitted several weeks before the proposed installation of the signs, due to the time needed to process such requests. No permit fee is required.

Source: Chapters 28, 36, & Appendix A (Fees) of the Code of the City of Norman, Oklahoma

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