



BUILDING DEPARTMENT

SIGN PERMIT APPLICATION

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH EACH PERMIT APPLICATION:

- 1) Two (2) copies of the site plan, **clearly marked with dimensions**, indicating the exact location of sign(s)
- 2) Two (2) copies of plans. Plans must be signed and sealed by a Florida Design Professional, indicating construction specifications, design criteria, and height above ground. **Interior and Exterior panel signs, Pole signs and Monument signs require signed and sealed drawings.**
*Exception: 1) signs <= 2sf
- 3) ALL LETTERING MUST BE SHOWN ON SCALED PLAN.
- 4) If sign is **Electrically Lighted**, an electrical permit **MUST** be submitted with this application.
- 5) **SIGNED AND NOTARIZED APPROVAL FROM PROPERTY OWNER FOR INSTALLATION OF SIGN.**

ALL ITEMS MUST BE RECEIVED AS ONE COMPLETE PACKAGE AT THE TIME OF PERMIT APPLICATION. FAILURE TO DO SO WILL RESULT IN A DELAY OF YOUR PERMIT BEING ISSUED.

Sign(s) will be installed for the following business:

Address:

Property Owner:

Phone:

Address:

Contractor:

License #:

Address:

Phone:

Fax:

ELECTRICAL CONTRACTOR:

License #:

PROVIDE THE FOLLOWING INFORMATION:

- 1) TOTAL ESTIMATED VALUATION: \$ _____
- 2) TOTAL SQUARE FOOTAGE OF SIGN: _____
- 3) LOT FRONTAGE OR BUILDING FRONTAGE: _____
- 4) SIGN MANUFACTURER: _____
- 5) IS SIGN ELECTRICALLY LIGHTED? (CIRCLE ONE) Yes No
- 6) NAME OF RECOGNIZED TESTING LAB AND NUMBER: _____

I DO HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, ALL THE INFORMATION SUPPLIED HEREIN AND ANY ATTACHED MATERIAL IS TRUE AND ACCURATE.

NAME OF APPLICANT (PLEASE PRINT) _____

SIGNATURE AND DATE _____

DEPARTMENTS	APPROVAL DATE	DISAPPROVED / COMMENTS
Zoning Review		
Plan Review		