



SIGN PERMIT APPLICATION REQUIREMENTS

All sign permits must include all of the following information in order to be processed. Failure to submit a complete application package will result in rejection without review.

1. A letter of authorization from the property, building, and/or unit owner.
2. Two (2) complete sets of drawings are required for processing. These drawings are to include new sign detail showing the sign content, location, size, dimensions, square footage and sign material. (1- Zoning Department; 1-Contractor Copy)
3. Total signage to include type and square footage must be calculated when replacing or adding to signage currently on site.
 - a. Existing signage Calculation: _____
 - b. New signage Calculation: _____
4. The measurement indicating the length of the structure, building and/or unit where the sign will be placed.
 - a. Calculation: _____
5. Legible site plan indicating location of proposed sign, even if just replacing faces.
6. Method of attachment to wall, or 2 sets of signed sealed engineering drawing which meets Florida Building Code standards, if Generic Engineering is not on file.
7. Linear footage of lot or parcel in the business street in front of the structure where the sign will be placed.
8. A recorded notice of commencement is required for all contracts in excess of \$2,500.00

OFFICE USE ONLY

SUBMITTAL COMPLETE: ___ YES ___ NO INITIAL _____

APPROVED ___ YES ___ NO

CONDITIONS: _____