



BUILDING DEPARTMENT

SIGN PERMIT WORKSHEET

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 <= 25f
- 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: _____

Location of Sign: _____

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		