# CITY OF DEBARY
## Building Department
## Sign Permit Worksheet

16 Colomba Rd. DeBary, Florida 32713
(386) 601-0212

**OFFICE USE ONLY**

**Check #:** _____

**Permit #:** _____

**The following information must be submitted with a building 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
   a. Plans must be signed and sealed by a Florida Design Professional, indicating construction specifications, design criteria, and heights above ground.
3. Interior & Exterior panel signs, Pole Signs, and Monument signs require signed and sealed drawings.
   a. *Exception: 1) signs <= 2 SQFT
4. All lettering must be shown on scaled plan.
5. If sign is Electrically Lighted, an electrical permit MUST be submitted with this application.
6. Signed & 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 #:** |
| **Total Estimated Valuation: $** | |
| **Total Square Footage of Sign:** | |
| **Lot Frontage or Building Frontage:** | |
| **Sign Manufacturer:** | |
| **Is Sign electrically lighted?** | |
| **Name of recognized testing lab & number:** | |

**I do hereby certify that to the best of my knowledge, all the information supplied herein and any attached material is true & accurate.**

| | |
|---|---|
| | |
| **Name of Applicant (Print)** | **Sign & Date (Signature)** |

**OFFICE USE ONLY**

| Department | Date | Comments |
|---|---|---|
| Planning & Zoning | | |