



SIGN PERMIT APPLICATION REQUIREMENTS

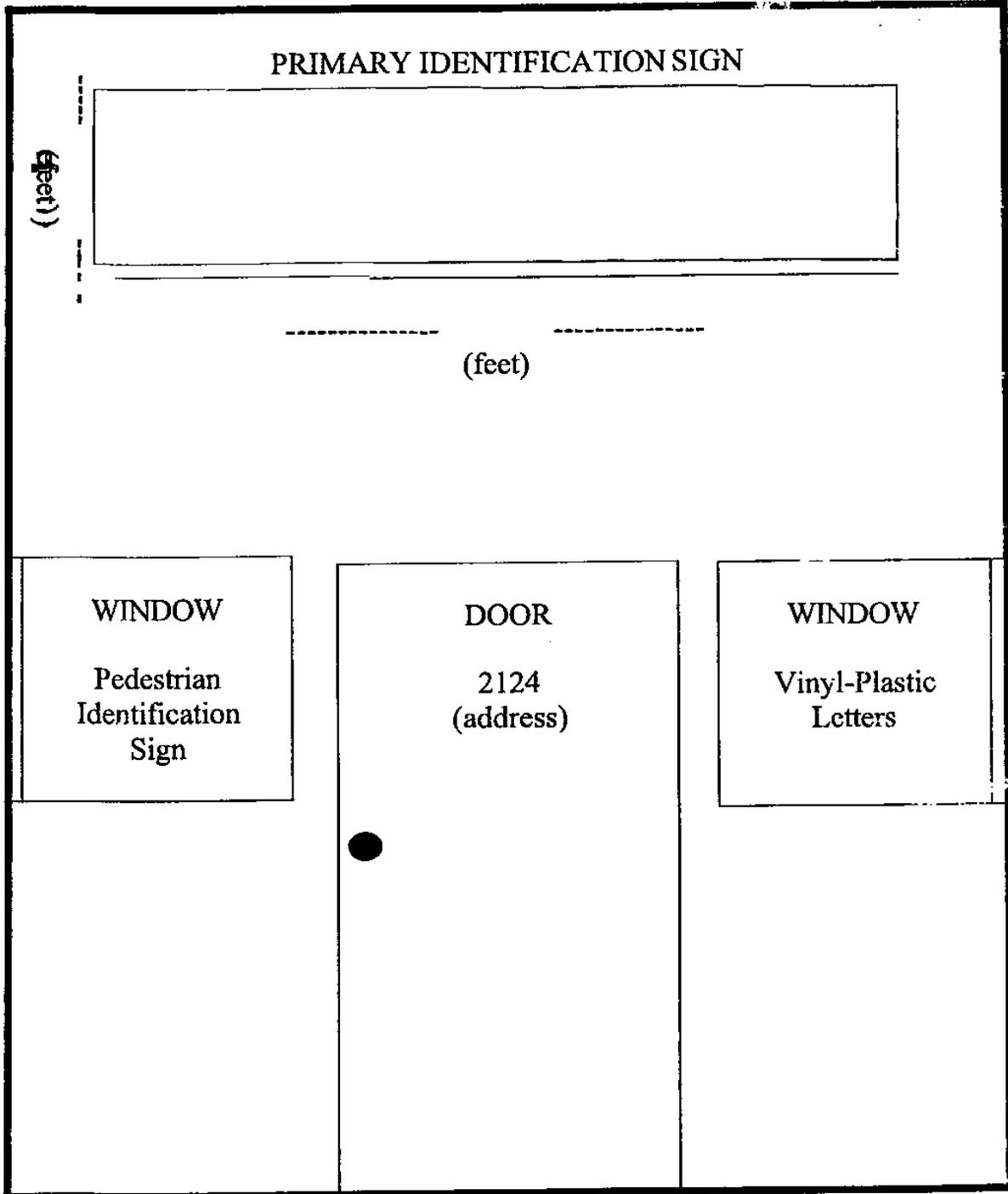
Per Land Development Regulations CH. 29, Article 5,
Division 15, Sec. 5-1501

All signs must be compliant with the City's Land Development Regulations and must meet the Florida Building Code for all structural and electrical components.

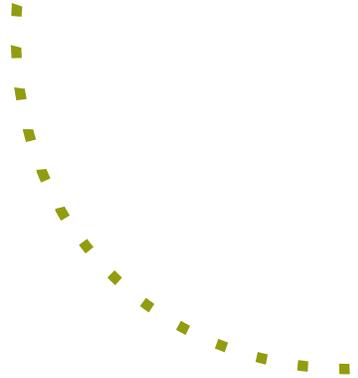
- ___ 1. Completed Building Permit Application, signed and notarized.
- ___ 2. Completed Electrical Permit Application, signed and notarized. (if applicable)
- ___ 3. Completed Electrical Fee Sheet.
- ___ 4. Completed Owner/Builder Affidavit (if applicable).
- ___ 5. Two copies of a property survey (if a free-standing sign). On survey/site plan indicate where the sign(s) is proposed to be constructed, and note all setbacks from property lines and buildings on the site plan/survey. Please refer to Article 4 of the LDRs for setback requirements.
- ___ 6. Two (2) sets of plans signed and sealed by the engineer and/or architect.
- ___ 7. Load calculations for all signs showing both the negative and positive wind load pressures on the sign.
- ___ 8. Structural calculations for all footings, poles, slabs and connectors.
- ___ 9. Two full color renderings of each sign proposed, including all dimensions of the sign and total square footage.
- ___ 10. Two (2) copies of Addendum #2 (Required Wall Mounting Information) is required for all wall signs.
- ___ 11. A rendering of the elevations of the building, or digital photos showing the location of all proposed signs, as well as any existing signs.
- ___ 12. Linear footage of building frontage occupied must be noted on the plans submitted.
**Please note that allowable sign square footage is calculated based on the linear footage of the occupied building.

A SIGN MATRIX DESCRIBING THE NUMBER AND SIZE OF PERMITTED SIGNS IN THE CITY IS LOCATED IN THE LAND DEVELOPMENT REGULATIONS, CH. 29, ARTICLE 4, SECTION 5-1505 'PERMITTED SIGNS REQUIRING DEVELOPMENT REVIEW'.

PLEASE CONTACT THE ZONING DIVISION IF YOU HAVE ANY QUESTIONS REGARDING THE SIGN CODE.



(lineal frontage of occupied space)



ADDENDUM TO BUILDING PERMIT APPLICATION
FOR SIGNS

Type of sign (wall, pole, monument, etc.) _____

Size of sign (total square feet) _____ s.f.

Lineal footage of building frontage occupied _____ l.f.

Sign colors:

Letter color: _____ Background color: _____

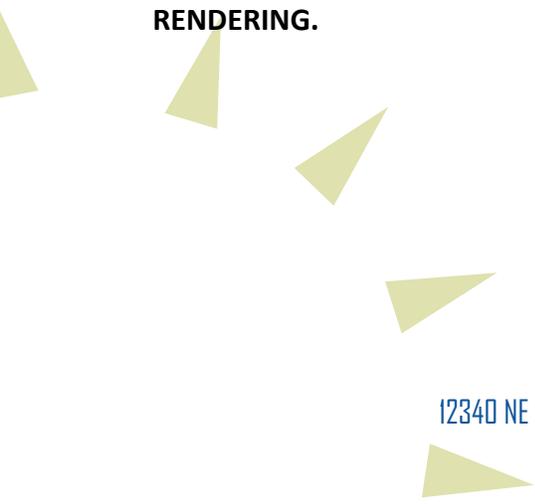
Sign Copy (wording on sign):

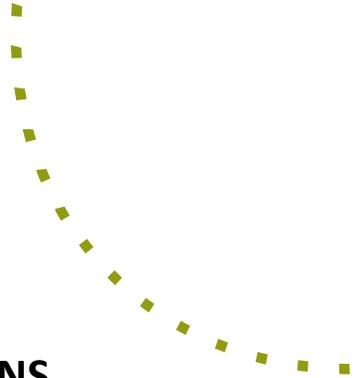
Sign location (front, side, etc.): _____

Electric: YES ___ NO ___

Please Note: IF THE SIGN REQUIRES THAT ELECTRICAL WORK BE DONE, SUCH WORK MUST BE DONE BY A LICENSED, INSURED CONTRACTOR. A SEPARATE ELECTRICAL PERMIT APPLICATION IS REQUIRED.

EACH SIGN PERMIT APPLICATION MUST BE ACCOMPANIED BY TWO DRAWINGS OF THE SIGN. ONE DRAWING MUST BE DONE IN THE COLORS PROPOSED FOR THE SIGN, INCLUDING BACKGROUND COLOR. THE SECOND DRAWING MAY BE A BLACK AND WHITE COPY OF THE ORIGINAL COLOR RENDERING.





ADDENDUM #2 – WALL SIGN INSTALLATIONS

Per Land Development Regulations CH. 29, Article 5,
Division 15, Sec. 5-1501

This addendum is required to be submitted with your completed sign permit application and plans when installing wall signs.

1. Address of the sign installation: _____

2. Sign copy:

3. Exterior wall is made of: (please check one)

- a. Hollow CBS block: _____
- b. Concrete: _____
- c. Wood: _____
- d. Solid CBS block: _____
- e. Metal: _____

4. Type of material and thickness of sign material (i.e. plastic 1/3 inch thick)

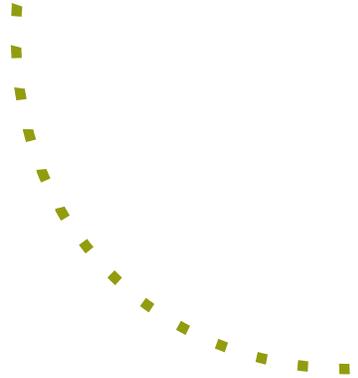
- a. Plastic: _____
- b. Wood: _____
- c. Metal: _____

5. Method of attachment: both describe and draw below

6. Anchoring Devices: Indicate with an x on sign where anchoring devices will be installed and note the distance between each anchoring device.

Type	Length	Size
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Anchors	_____
Bolts	_____
Screws	_____



SIGN REQUIREMENTS

Per Land Development Regulations CH. 29,
Article 5 Division 15

Freestanding ID Sign: One pole sign (max. 30 s.f.), or one monument sign (max 40 s.f.) per site. PERMITS REQUIRED.

Primary ID Sign: Shall denote the name and address, or the name and major enterprise (up to 3 principal products may be listed in lieu of the major enterprise).

The maximum sign area is determined by the linear frontage of the occupied building or storefront. One s.f. for each one linear foot of frontage is allowed. One sign per street frontage is permitted.

Rear ID Signs: One rear ID sign is permitted per business. The maximum sign area is determined by the linear frontage of the building or storefront. .5 s.f. for each linear foot of frontage is allowed – maximum rear sign is 150 s.f. PERMITS REQUIRED.

Address: Numbers of the building address are required at both the front and rear entrances of the building. The maximum size allowed is 4 s.f. NO PERMIT REQUIRED.

Window Signs: Window signage may comprise up to and no greater than 15% of the total area where the window sign is located.

Special Event and Grand Opening Signs: One (1) Grand Opening or Special Event Banner per street frontage of business is allowed for a maximum of 40 consecutive days, two (2) times per year. Grand Opening/Special Event banners are NOT ALLOWED for office buildings.

***** PLEASE NOTE***** A Special Event/Grand Opening Sign Application and Permit are required for all Special Events and Grand Opening Signs.

