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BUILDING INSPECTIONS MINIMUM REQUIREMENTS FOR PERMITTING SIGNS

1. All signs meet the requirements of Section 3107 of the Florida Building Code (FBC)
2. All ground signs as defined in article three of the SRC Land Dev. Code, shall be designed by the State of Florida licensed engineer to meet the wind pressure requirements in the FBC when:
 - a. The sign is over 12 ft high, and has a surface area of over 50 sq ft.
 - b. The sign is over 16 ft high, no minimum surface area.
3. All wall sign drawings shall include type of materials, square footage, and attachment.
4. All ground signs shall have details showing type of materials, square footage, height, size of structural supporting member(s), and foundation size.
5. All sign drawings shall include a site plan sketch.
6. All sign drawings shall be accompanied by a complete permit application.

An off-premise sign permit cannot be issued without approval from Planning and Zoning.

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**Building Inspection Department
Commercial On-Premise
Sign Permit Application**

1. Proposed Improvement Location

Same as owner's address

Physical Address:

Name of Business:

Subdivision:

Parcel ID #: _____
(SEC) (TWN) (RNG) (SUB) (BLK) (LOT)

Driving Directions:

2. Property Owner Information

Name:

Address:

Address 2:

City:

State: _____ Zip: _____

Phone #: _____ Cell Phone #: _____

Fax #:

Email address:

3. Contractor Information

If Owner/Builder (Please see Owner/Builder Disclosure)

Applicant:

Contractor State Registration #:

Company Name:

Mailing Address:

City:

State: _____ Zip: _____

Phone #: () -

Cell Phone #: () -

Fax #: () -

Email address:

4. Type of Sign

Wall Sign On Premise Sign (If multiple stores/units select below)

Subdivision Shopping Center (7 or more Stores)

Temporary Strip Center (2 to 6 Stores)

Face Change Only

5. Job Specifications **Cost of Construction \$** _____ **Total Square footage** _____

New Construction Existing Sign Repair/Alteration

Temporary Signs: Placement Date _____ Removal Date _____

Length _____ Width _____ Height _____ Number of sign fronts _____

Wall Signs: Dimensions of sign(s) _____ Street front elevation: _____ Height of Building _____ Length of Building _____

NOTE: setbacks are measured from the leading edge of a sign or supporting upright whichever protrudes farthest out towards the property line.

Are there any **existing signs**, structures or portion of an existing sign on property at this time? If so please describe the conditions:

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

2012 Florida Statutes, 713.135(6) Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

Time limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

Time limitation of the Permit: Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an **approved** inspection within 180 days.

Condition of Permit: As a condition to the issuance of this permit the **applicant** hereby promises in good faith that they will deliver **“Florida’s Construction Lien Law Protect Yourself and Your Investment”** fact sheet to the person who has the right, title and interest in the real property that is subject to this building permit.

Agent/Contractor’s Signature

Date

Owner Builders please see the owner builder disclosure that is a separate form.