



SIGN PERMIT APPLICATION

Property Owner: _____ Application #: _____
 STRAP#: _____ Owner's Phone #: _____
 Shopping Center: _____ Subdivision: _____
 Address of Job: _____ Lot: _____ Block: _____ Unit: _____
 Contracting Company's Name: _____
 Contracting Company's Address: _____ Qualifier's License #: _____
 Email Address: _____ Phone #: _____
Will the sign have a foundation? YES NO Electrical Contractor: _____
Will the sign have Electrical? YES NO License #: _____
 Face of Sign S.F.: _____ Building S.F.: _____ Unit Frontage S.F.: _____
 Road Frontage in L.F.: _____ Sign Height Off Grade: _____ DO#: _____
 Business Name: _____ Business Phone #: _____
 Est. Job Cost: \$ _____ If over \$2,500 an NOC is required.

Select One:

- Single Face Sign
- Double Face Sign

Type of Permit:

- Ground Sign or Flag Pole
- Wall Sign
- Billboard
- Awning Sign
- Tenant Panel
- Interchange
- Electronic Message Center

Sign Details

Action:

- Erect
- Alter
- Repair
- Move
- Copy Change

Class:

- Off-Site
- On-Site

Construction:

- Painted
- Plastic
- Metal
- Channel Letters
- Concrete Block
- Foam
- Light Box
- Wood
- Other

Illumination:

- Non-Illuminated
- Neon
- Fluorescent
- LED
- External

Setbacks: (Ground Signs Only)

Front: _____
 Side: _____
 Height: _____
 Area: _____

Reviewer Notes

Comments: _____

 Inspectors Signature: _____ Date: _____

THIS PERMIT IS VOID IF THE FIRST INSPECTION IS NOT MADE WITHIN SIX (6) MONTHS FROM THE DATE ISSUED OR IF NO INSPECTION HAS BEEN MADE FOR A PERIOD OF SIX (6) MONTHS FROM THE MOST RECENTLY PASSED INSPECTION. THE PERMIT IS VOID IF THE ZONING CLASSIFICATION IS VIOLATED. APPLICANT AGREES TO COMPLY WITH THE SANITARY REGULATIONS AND UNDERSTANDS THAT THE PROPOSED STRUCTURE MAY NOT BE USED OR OCCUPIED UNTIL AN APPROVED CERTIFICATE OF OCCUPANCY IS ISSUED. APPLICANT FURTHER UNDERSTANDS THAT FAILURE TO OBTAIN PERMIT OR MISREPRESENTATION OF THE IMPROVEMENTS IS A MISDEMEANOR AND UPON CONVICTION, APPLICANT CAN BE PUNISHED AS PROVIDED BY THE LAW. FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR IMPROVEMENTS.

I hereby certify that to the best of my knowledge, the information submitted for this permit is true, correct, and it complies with the Deed of Restrictions.

Signature Authorization: _____





CONSENT TO ERECT SIGN

I will advise the Business owner that obtaining a Sign Permit does not give them authorization to open a Business without a Certificate of Occupancy. I further understand that I am obtaining this permit and proceeding at my own risk and that if the Certificate of Occupancy cannot be approved, the sign may have to be removed.

This Sign Permit will be located at: _____

Business Name: _____

Unit #: _____ Date: _____

MORTGAGE LENDER'S ADDRESS

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.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the county and there may be additional permits required from other governmental entities such as water management districts, state, or federal agencies.

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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING A NOTICE OF COMMENCEMENT.

Notarized Signature of Owner required only if Contractor is NOT acting as Owner/Agent

 Contractor/Qualifier Name (Print)

 Owner/Owner Agent (Print)

 Contractor/Qualifier Signature

 Owner/Owner Agent Signature

Notary Seal:

Notary Seal:

State of _____

State of _____

County of _____

County of _____

Sworn to (or affirmed) and subscribed before me

Sworn to (or affirmed) and subscribed before me

this _____ day of _____, 20_____

this _____ day of _____, 20_____

By: _____

By: _____

 Notary Signature

 Notary Signature

Type of Identification Produced _____

Type of Identification Produced _____

