



Minimum Submittal Requirements For Sign Permit Review

- Complete Address
- Complete Legal Description
- Parcel identification number
- Two (2) site plans drawn to scale (min 8.5" x 11")
Site plans must include the following information:
 - All property lines
 - Road rights-of-way
 - All easements
 - All existing structures, including building frontage
 - Location of all proposed signage, including existing signage relative to building.
 - Streets and sidewalks
- Two (2) copies of dimensioned elevation drawings (drawn to scale)
Copies must be prepared, signed, sealed, and dated by an architect or engineer, licensed with the State of Florida and must include the following for zoning review:
 - Calculations of copy area
 - Proposed Sign Height
 - Ground clearance of all proposed and existing ground and/or pole signs
 - Proposed source of illumination for all proposed and/or existing signs
 - Name and address of the owner of the proposed sign.
 - Name of the owner of the parcel on which the proposed sign is to be located.
 - Notarized letter of authorization from the property owner.

An electrical permit must accompany the sign application if sign is to be illuminated.

NOTE: The plans must contain the following notation, "This structure meets or exceeds 100 MPH wind requirements." Temporary signs are excluded.

NOTE: Billboard submittal requires the payment of a non-refundable fee. If a billboard is to be located on a state highway, after receiving zoning approval, you must obtain a "letter of intent" from the Division of Building Safety to send to the State to receive your tags. State tag numbers must be presented prior to the issuance of the sign permit.