



APPLICATION FOR SIGN PERMIT
 CITY OF OLDSMAR – PLANNING & REDEVELOPMENT
 100 STATE STREET WEST, OLDSMAR, FL 34677-3655
 PHONE: (813) 749-1124 FAX: (813) 855-2730

PERMIT NO. _____
 PERMIT FEES DUE: \$ _____
 RECEIPT NO: _____
 DATE: _____

Review Fee _____ Receipt No. _____ Total Amount Rec'd _____ Credit Card Authorization _____

6th EDITION (2017)FLORIDA BUILDING CODE APPLIES

Inspections called in before 3:30PM will be performed the following business day.
Automated inspection line 813-749-1171

1. _____
 (ADDRESS AND LEGAL DESCRIPTION OF THE PROPERTY ON WHICH THE SIGN IS TO BE LOCATED)
 NOTE: THE LEGAL DESCRIPTION SHALL BE AS LOCATED ON THE CERTIFIED BOUNDARY SURVEY
2. _____
 (NAME, ADDRESS AND PHONE NUMBER OF THE **BUSINESS TENANT**. IF THE BUSINESS TENANT IS AN ENTITY OTHER THAN AN INDIVIDUAL, LIST THE CONTACT PERSON'S NAME)
3. _____
 (NAME, ADDRESS AND PHONE NUMBER OF THE **PROPERTY OWNER**. IF THE PROPERTY OWNER IS AN ENTITY OTHER THAN AN INDIVIDUAL, LIST THE CONTACT PERSON'S NAME)
4. _____
 (NAME, ADDRESS AND PHONE NUMBER OF THE **CONTRACTOR**. IF THE CONTRACTOR IS AN ENTITY OTHER THAN AN INDIVIDUAL, LIST THE CONTACT PERSON'S NAME)
5. _____
 (NAME, ADDRESS AND PHONE NUMBER OF THE **PERSON MAKING APPLICATION** FOR THE PERMIT.

6. Sign SF _____ 7. Job Description: _____

8. Legal: Sec. _____ Township 28, Range 16, Subdivision _____ Blk. _____ Lot _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

POLE OR MONUMENT SIGN- BASE FEE \$40.00 PLUS \$.30 S/F BUILDING OR WALL SIGN-BASE FEE \$40.00 PLUS \$.20 S/FT

NOTE: IF THE APPLICANT IS ANYONE OTHER THAN THE OWNER, THE APPLICANT SHALL PROVIDE WRITTEN AUTHORIZATION FROM THE PROPERTY OWNER PERMITTING THE INSTALLATION OF THE SIGN.

Acceptable submittals for an application for a sign permit shall include all of the following:

1. AN ORIGINAL COMPLETED APPLICATION AND **TWO COPIES OF SEALED PLANS**.
2. FOR FREE STANDING SIGNS, AN ORIGINAL SIGNED AND SEALED (CERTIFIED) BOUNDARY SURVEY, PREPARED IN THE LAST 24 MONTHS OF THE APPLICATION DATE BY A LAND SURVEYOR OR ENGINEER LICENSED TO PRACTICE IN FLORIDA.
3. FOR WALL MOUNTED AND WINDOW SIGNS, THE FAÇADE ELEVATIONS WITH DIMENSIONS, DRAWN TO SCALE. ALL WINDOWS, DOORS AND ANY OTHER OPENINGS SHALL BE DELINEATED AND DIMENSIONED.

4. NUMBER, TYPE, LOCATION, AND SURFACE AREA DIMENSIONS OF ALL EXISTING SIGNS ON THE SAME PROPERTY SHALL BE PROVIDED ON THE DRAWINGS.
5. A SITE PLAN OR SURVEY DEPICTING THE LOT FRONTAGE ON ALL RIGHTS-OF-WAY, SETBACKS, DISTANCE IN FEET AND INCHES THE LOCATION OF SIGN IN RELATION TO PROPERTY LINES, RIGHTS-OF-WAY, EASEMENTS, UTILITIES, BUILDINGS, AND ANY OTHER SIGN ON THE PROPERTY.
6. PLANS AND ELEVATIONS OF SIGN(S) DRAWN TO SCALE, DIMENSIONS, MAXIMUM AND MINIMUM HEIGHT WHEN MEASURED FROM FINISHED GRADE, DIMENSIONS OF THE SIGN'S SUPPORTING MEMBERS, MOUNTING DETAILS AND COLORS USED.
7. PLANS, SPECIFICATIONS, CALCULATIONS AND DETAILS SIGNED AND SEALED BY AN ENGINEER REGISTERED IN FLORIDA, SPECIFICATIONS DOCUMENTING THE APPLICABLE WINDLOAD (145 mph MINIMUM).
8. IF ILLUMINATED, A SEPARATE ELECTRICAL PERMIT IS REQUIRED. HOWEVER, ELECTRICAL SPECIFICATIONS SIGNED AND SEALED BY AN ENGINEER LICENSED IN FLORIDA MEETING THE MINIMUM REQUIREMENTS OF THE APPLICABLE ELECTRIC CODE, THE TYPE OF ILLUMINATION, PLACEMENT, INTENSITY AND HOURS OF ILLUMINATION SHALL BE INDICATED ON THE PLANS SUBMITTED WITH THIS APPLICATION.
9. LANDSCAPE PLAN FOR FREE STANDING SIGNS.

AN ELECTRONIC VERSION OF ALL DOCUMENTS BEING SUBMITTED SHALL BE PROVIDED WITH THE PACKET ON A CD IN .PDF FORMAT IF PLANS ARE LARGER THAN 11 X 17

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, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, KITCHEN HOODS, FIRE SPRINKLERS, ALARM SYSTEMS, AND SHEDS, ETC.

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

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this sign permit application is true and correct.

Building Permit Applications shall be submitted on paper and **PDF format /CD**, for review and contain all the items listed in 1. thru 9. above. In addition, electrical plans shall be submitted to secure these permits, when applicable. The construction permit fee is based on a Base fee, plus additional fees according to square footage of sign area. Application is valid for 180 days. Permit is extended for 6 months after each successful inspection. Permit expires after 1 year. Permit fee is non-refundable.

Contractors must maintain, State License, PCCLB License, General Liability and Workman's Compensation Insurance.

Print Name _____

Signature _____
Owner / Authorized Agent / Contractor (circle one)

APPLICATION APPROVED BY: _____
PERMIT OFFICER DATE

Sign Permit Application Checklist

Plans and surveys must be signed and sealed

- o A certified copy of the recorded Notice of Commencement is required if contract amount is \$2,500 or over
- o Copy of the contract
- o Electrical Permit Application (if applicable)
- o If plans exceed 11 inches by 17 inches in size then plans and specifications must also be submitted as a PDF file
- o Sign Permit Application
- o Site plan approval indicating type and location of signs
- o Two drawings of sign on location with signed and sealed engineering and wind load design data
- o Two installation details with fasteners for wall mounts signed and sealed
- o Two surveys/site plans

Contractor/subcontractor must be currently registered in the City of Oldsmar.

Inspections Required

- o Final electric (if so equipped)
- o Final sign
- o Rough electric (new installation if so equipped)