

# APPLICATION CHECKLIST

- Owner's affidavit, with owner's signature notarized, designating a licensed contractor as the agent.
- Letter of approval from property owner and a copy of the lease stating your legal right to place a sign on a parcel if off-site advertising sign, or off-site directional sign.
- Two (2) Sets of Plans in accordance with TLDC 7-33(a)(4) "Plans indicating the scope and structural detail of the work to be done, including details of all connections, guy lines, supports and footings, and materials to be use." including:
  - Dimensions of sign
  - Elevation of sign
  - Means of attachment of sign
- Two (2) copies of site plan showing the following:
  - Location of proposed and existing signage.
  - Dimensions of property frontage, building frontage/bay(s)
  - Square footage of proposed and existing signage.
- Ground signs greater than 100 sq. ft require two (2) sets of signed and sealed engineered drawings, indicating compliance with the Florida Building Code.
- Electrical Permit for Illuminated Sign Electrical Connection   TBE
- Lighting (illumination) details for sign including existing and / or proposed electric circuit, existing and / or proposed disconnect or switch.
- Will any trees be affected by the installation of sign?   **Yes**              **No**

PROPERTY FRONTAGE			
(STREET NAME)		(CLASSIFICATION)	(FEET)
(STREET NAME)		(CLASSIFICATION)	(FEET)
<b>BUILDING FRONTAGE</b>			
(STREET NAME)		(CLASSIFICATION)	(FEET)
(STREET NAME)		(CLASSIFICATION)	(FEET)

<b>SIZE</b>	
PROPOSED AREA _____ (sf)	AREA OF EXISTING SIGNS _____ (sf)
ELEVATION OF SIGN _____ (lf)	TOTAL AREA _____ (sf)
TOTAL ALLOWABLE AREA _____ (sf)	AREA REMAINING _____ (sf)