



City of LaBelle
Sign Permit Application

Type of Sign:

- Freestanding**
- Ground Mounted**
- Temporary**
- Directional**
- Marquee/Awning/Canopy**
- Projecting**
- Other** _____

For Office Use:

Application Accepted By: _____
Sign Permit # _____
Sign Tag# _____
Issuance Date: _____
(If applicable) Expiration Date: _____
Permit Fee: _____
Contract Cost: _____

7th Edition 2020 Florida Building Code

LOCATION OF SIGN

Address: _____

APPLICANT INFORMATION

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone: _____

Sign Installer: _____ License # _____

Installer Address: _____ Phone: _____

City: _____ State: _____ Phone: _____

<u>SIGN INFORMATION</u>			
Message:			
Dimensions:	Length:	Feet _____	Inches _____
	Width:	Feet _____	Inches _____
	Height:	Feet _____	Inches _____
Sign Area:	Square Feet:	_____	
Building Frontage on Applicable Street:	_____ Feet _____ Inches		
Total Area of All Signs Currently on Premises and Buildings per Applicable Street Frontage	_____ Sq Ft.		
Total Area of All Signs Proposed Applicable Street Frontage:	_____ Sq. Ft.		
Grand Total of All Signs, Existing and Proposed:	_____ Sq. Ft.		

Owner's Affidavit

I certify that all foregoing information is accurate and that all work will be done in compliance with applicable laws regulating construction and zoning. I have researched Federal, State and local regulations related to this project, and I have received permits from other agencies claiming jurisdiction over this project as required by law. I further understand that any omissions in content of this application or failure to provide additionally required information or to construct to Code may render this permit immediately void and a new permit will be required.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and is subject to time limitations or constraints.
- Issuance of a permit is not authorization to violate public or private restrictions, laws or regulations.
- Failure to comply with applicable construction regulations may result in with holding of future permits and a STOP WORK ORDER.
- I will comply with all the requests and requirements contained within this application to construct the structure.

Signature: _____ Signature: _____
(Owner or Agent including Contractor) (Owner/Builder)

Printed Name: _____ Printed Name: _____

State of Florida, County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by the contractor, their agent or the Owner/Builder, who is personally known to me or who has produced ___ Drivers License or _____ as identification and who did not take an oath.

Notary Stamp

Signature of Notary Taking Acknowledgment

Application reviewed and approved by _____ Permit Officer

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 recording your Notice of Commencement.*

Mortgage Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Architect/Engineer: _____ License No: _____

Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Architect/Engineer: _____ License No: _____

Address: _____ City: _____ State: _____ Zip: _____

Application is hereby made to obtain a permit to do 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, air conditioning systems, fences, etc., unless properly licensed contractors under the provisions of Chapter 489 of Florida Statutes, City of LaBelle Regulations and/ or as the Owner/Builder Exemption have been accepted for construction.

Warning – Work in the right-of-way: This permit does not authorize construction or installation of any structure or utility, above or below ground, within any right-of-way or easement reserved for access, drainage or utility purposes. This restriction specifically prohibits fencing, sprinkler systems, landscaping other than sod, signs, water, sewer, cable and drainage work therein. If such improvements are necessary, a separate permit(s) may be required from the City of LaBelle Building Department and/or City of LaBelle Public Works Department or agency responsible for easement

City of LaBelle

Sign Permit Application Checklist of Required Application Materials

SITE PLAN CHECKLIST

- Lot lines and/or property lines clearly indicated with lot/property dimensions
- Streets labeled, north arrow
- Dimensions of easements
- Show all existing structures with dimensions
- Show all driveways
- Show all existing signage, including locations on buildings. Include their setback from the property line and indicate whether they are proposed to remain or be removed
- Show locations of all proposed signage and their setback from property line
- If more than one free standing sign is existing or proposed to be located along a single street frontage, indicate the separation distance between signs
- If the proposed signage is part of a master sign program, all existing signage and proposed future allocation shall be provided
- Delineate all visibility triangles (see Section 4-85.2)

ELEVATION AND INSTALLATION PLAN CHECKLIST

ELEVATION DRAWING

- Overall height of sign structure
- Individual dimensions of sign cabinets/cans
- Dimension of spacing between cans

- Dimension of clearance from lowest can to ground
- Proposed lettering and graphics of signage
- Proposed colors
- For a wall sign, indicate all walls where signage is proposed and/or exists and placement of signage

INSTALLATION PLAN

- If signage is not flush mounted, drawings must be sealed by a state certified architect or engineer (installation design must meet Wind Load as per the Florida Building Code and applicable Fire Codes)
- Complete mounting details and specifications
- Listing and Labeling as per NEC requirements
- Information regarding electrical, wiring and illumination
- If signage includes lighting, a signed certification from the sign manufacturer declaring the illumination meets the limits of the City of LaBelle sign code [Appendix B, Section 4-81.15(D)].

OTHER REQUIRED INFORMATION

- Notarized affidavit from Property Owner, if applicable
- Completed permit application
- If a proposed sign is located within 10 feet of a utility line, a Letter of No Objection from the appropriate utility is required
- Copies of any special approvals/variances received relating to project signage
- One plan review fee for each project/address submitted at one time
- Additional information may be required depending upon the specific project
- All proposed building signage may be submitted on one permit Application

PERMIT AUTHORIZATION FORM

ORIGINAL FORM TO BE SUBMITTED WITH PERMIT APPLICATION

License Holder: _____ License Number: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Additional Contact #: _____

I authorize the following individual(s)/ agencies to act as my agent in all permitting procedures with the City of LaBelle Building Department.

Authorized Person(s)/Agencies (PLEASE PRINT CLEARLY):

This authorization is ONLY for: (must be filled out)

Job address: _____

Owner: _____

I understand I remain fully responsible and liable for all construction performed under my license.

Signature: _____ Date: _____

Printed Name: _____

County of: _____

Signed and acknowledged before me this _____ day of _____, 20____. He/she has produced _____ as proof of identification or is personally known to me.

Notary Stamp

Notary Signature