

**Town of Sewall's Point Building Department**

One South Sewall's Point Road

Sewall's Point, Florida 34996

Ph: 772-287-2455

**SIGN  
PERMIT APPLICATION**

Permit # \_\_\_\_\_

**CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8<sup>TH</sup> EDITION**

Site Address: \_\_\_\_\_

Legal Description \_\_\_\_\_

Parcel ID: \_\_\_\_\_

**Owner's Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Contractor's Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

State License no. \_\_\_\_\_

**PROJECT INFORMATION**

Sign location on the building or on the lot: \_\_\_\_\_ (example, north façade)

Electrical Contractor: \_\_\_\_\_

Type of sign: ☐ Permanent ☐ Temporary ☐ New Install ☐ Re-face ☐ Vinyl Lettering (no contractor license required)Style of sign: ☐ Awning ☐ Monument ☐ Wall ☐ Menu ☐ Mural ☐ Canopy (on an attached canopy) ☐ Directional ☐ LED ☐ Projecting ☐ Multi-tenant directory☐ Other: \_\_\_\_\_ Wording of sign: \_\_\_\_\_

Size of sign: \_\_\_\_\_ X \_\_\_\_\_ Square footage: \_\_\_\_\_ Sign color(s): \_\_\_\_\_

Will the sign be directly or indirectly illuminated? ☐ Yes ☐ No \*If no, skip to the next section.Select one of the following: ☐ New electrical circuit (separate electrical permit required) ☐ Existing electrical circuit (hook-up of existing service only) ☐ Re-face only (no electrical work is needed)

\*Illuminated signs must be installed and wired in accordance with the current edition of the NEC by a state or locally licensed Sign Electrical Contractor or Electrical Contractor. All illuminated and outlined lighting installed within the Town of Sewall's Point shall be listed by a nationally recognized testing agency (NEC 600.3). \*See checklist for additional requirements.

Total Valuation \$ \_\_\_\_\_

**APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER**

Contractor Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Notary Public, State of Florida \_\_\_\_\_

STATE OF FLORIDA, County of \_\_\_\_\_

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is \_\_\_\_ personally known to me or \_\_\_\_ has produced \_\_\_\_\_ as identification

Owner or Owner's Authorized Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Notary Public, State of Florida \_\_\_\_\_

STATE OF FLORIDA, County of \_\_\_\_\_

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is \_\_\_\_ personally known to me or \_\_\_\_ has produced \_\_\_\_\_ as identification

**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 this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.



## Building Department CHECKLIST FOR SIGN PERMITS

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A document review will be performed on the following items prior to the submittal of a permit application. Failure to submit these items will result in the application package returned to the applicant until the deficient documents are included. This review sheet must accompany the application submittal.

**Please make sure you have ALL required copies before submitting permit application**

- Completed permit application
- Calculations for allowable/Proposed square footage for wall signs, show existing free standing signs & frontage of street, show height & square footage
- Engineered Plans, MAX 24" X 36" signed and sealed by architect or engineer to meet the minimum area wind load 165 MPH Ultimate wind speed. Must show foundation/footings on plans.
- Recorded Notice of Commencement for work valued at \$5000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
  
- **\*\*If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***