

CITY OF SAFETY HARBOR
BUILDING DEPARTMENT

Sign Permit Completeness Form

750 Main Street, Safety Harbor, Florida 34695 (727) 724-1515

DATE _____

PERMIT # _____

Notes:

- **Incomplete applications will not be accepted. If after submittal, it is determined that the application is incomplete, the contractor will be called to pick up the application.**
- **Signs are subject to Land Development Code Article XII.**
- **Signs are subject to a final inspection by the city first and then an inspection by Pinellas County.**
- **Sign permits are considered “city-county” permits that begin with a city review and are then submitted to Pinellas County to ensure consistency with the Florida Building Code.**

REQUIRED INFORMATION

Permit application

A permit plan signed and sealed by an Engineer or Architect showing:

For all Signs

- Sign Type
- Sign Location
- Sign size measurement in sq. ft.
- Scaled sign face measurement in sq. ft.
- Electrical code information for signs with electricity
- Building façade sq. ft. for business space
- Lighting
- How the sign will be attached

In addition, for Freestanding signs, include a scaled survey showing:

- Sign location, including setbacks from all property lines
- Visibility triangle
- Linear street of street frontage(s) for the parcel
- Other existing free standing sign dimensions and their location
- The required landscaping area (Sec. 206.00(B))
- Sign height

In addition, for projecting signs, include a scaled drawing of the front building façade showing the:

- Vertical clearance from the sidewalk
- Proposed projecting distance into the right-of-way.

In addition, for marquee and awning signs include a scaled drawing of the front façade showing the:

- Dimensions of the marquee/awning
- Scaled calculations for emblem/insignia
- Proposed projection distance into the right-of-way.

A right-of-way use permit is required for any portion of the sign proposed in the city's right-of-way at time of building permit submittal.

An Owner Acknowledgement and Authorization Letter signed by the property owner is required for any permits that are not owner/builder permits. If the job value exceeds \$2,500, a recorded Notice of Commencement Form can be submitted in lieu of an Owner Acknowledgement form at time of permit submittal.

I confirm that all required documents are included in this submittal, and I understand that my application will be returned if it is incomplete.

Signature of Applicant

Date