

CITY OF SAFETY HARBOR  
BUILDING DEPARTMENT

***Sign Permit Completeness Form***

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

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DATE \_\_\_\_\_

PERMIT # \_\_\_\_\_

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Notes:

- **Incomplete applications will not be accepted.**
- **Signs are subject to Land Development Code Article XII.**
- **Temporary signs (banners) require a temporary sign permit and are a no charge permit than can be approved for up to 14 days.**
- **Wall mounted signs that meet one of the following criteria are city-only permits:**
  - **Painted on the building or**
  - **up to ½” thick and mounted flush to the wall, without electrical Signs**
- **All other 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. Final inspections are done by the city first and then Pinellas County.**

REQUIRED INFORMATION

Permit application

City -County Sign Permits require 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.

Wall mounted signs that are painted on the building or up to 1/2” thick and flush to the wall without electrical are City only permits. They require:

- A permit plan showing the business frontage and width.
- Location and dimensions of the wall mounted sign.
- Dimensions (width and height) of the sign face.
- Summary of how the sign is attached to the wall.

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 \$5,000, a recorded Notice of Commencement Form can be submitted in lieu of an Owner Acknowledgement form at time of permit submittal.

If the job value exceeds \$5,000, a recorded Notice of Commencement Form is required prior to final inspection.

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

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Signature of Applicant Date