



Planning & Development Department
100 S. Myrtle Ave Suite 210
Clearwater, Florida 33756
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www.myclearwater.com

SIGN PERMIT APPLICATION

If applicable CSP _____

Sign Permit Submittal Requirements

- a) Provide a signed and sealed property survey (or copy of signed and sealed property survey) showing dimensions, acreage, location of the property, and all current structures and improvements. Reference Clearwater Community Development Code Sections 4-202 A.7 and 4-1003.
- b) Provide a site plan, drawn to scale, to verify the location of all existing and proposed signage. The site plan is to show sight triangles and setback dimensions to all monument or freestanding signs. (Free standing signs must be a minimum of five (5) feet from any property line.

Additional Sign Permit Requirements

- a) Inventory of all existing signs on the same property and/or building on which the sign is to be located, indicating the number, type, use i.e., property identification, business identification, etc. Location and surface area/ If none, indicate so.
- b) That signage proposed meet all standards per Section 3-1807 or 3-1808 when attached to Comprehensive Sign Program.
- c) Maximum and minimum height of the sign, as measured from finished grade.
- d) A dimension of the sign's supporting members.
- e) For illuminated signs, the type, placement, intensity and hours of illumination. (Not more than five (5) foot candles of light intensity for commercial signs)
- f) Dimensions and elevations (including a color rendering of the message and color(s) of the sign)
- g) Construction and electrical specifications, for the purpose of enabling determination that the sign meets all applicable structural and electrical requirements of the Florida Building Code and National Electric Codes. (Indicate if UL rated)
- h) Elevation showing the proposed sign on the building/ façade

***ALL applications for signs shall include detailed drawings showing how the sign is to be constructed and secured. All signs greater than 32 square feet in size shall have a structural drawing signed and sealed by a licensed Florida engineer or architect.**

ALL free standing and monument signage shall contain a three square foot property address sign (not to be included in the proposed signage square footage)

Also, please note that wind load requirements should conform to the 2020 Florida Building Code.

Project Address: _____ Business Name _____

Applicant/Property Owner Name _____ Address _____

Phone # _____ Email _____

Contractor Name _____ Address _____

Phone # _____ Email _____

State License # _____

Parcel Number _____ Lot Frontage (along right of way) _____ FT

Corner Lot Electrical required for this permit

Total Job Value for project (including labor and materials) \$ _____

Existing Sign(s) -Attached, freestanding, monument, wall mounted, etc

Lettering	Width	Height	Total Sq. Ft	Height to top of Sign	Sign to be removed: Yes/No

Proposed Sign(s) - Attached, freestanding, monument, wall mounted, etc

Lettering	Width	Height	Total Sq. Ft	Height to top of Sign	Location on Property/Building

Certification: I certify that all information on this application and attachments thereto are true and correct to the best of my knowledge. I understand that any inaccurate information may result in revocation of the sign permit and removal of any sign erected pursuant to such permit. I will be responsible for the installation of the subject sign in accordance with the sign regulations of the City of Clearwater.

I acknowledge that all nonconforming signs are subject to the amortization provisions contained in Section 44.55 of the City of Clearwater Code of Ordinances and must be brought into compliance. Furthermore, I understand that any investment made in or to a nonconforming sign during the amortization period, including but not limited to message changes, shall not constitute grounds for non compliance or compliance.

Statement of Authorization: Any application form which is signed by an individual other than the property owner shall be accompanied by a notarized statement consenting to the sign placement or, if the property or building upon which the sign to be located is leased, a copy of the executed lease shall accompany the application. In the event the building or property is leased and the application form is signed by an individual other than the lesser, the application shall be accompanied by a notarized statement of authorization signed by the lesser authorizing sign placement.

 Print Property Owner (or representative) Name

 Property Owner’s Signature (or representative)