



City of Crestview Sign Permit Application

Property Owner Name _____

Address _____ Phone# _____

Name of Business _____ Address _____

Zoning _____ Building Facade _____ Road Frontage _____

PIN# _____ Lot# _____ Block# _____

Type of Current Sign(s) on Premises _____

Location _____ Sq. Ft _____ Height _____

Type of Proposed Sign _____ Estimated Cost _____

Location of Proposed Sign _____ Sq .Ft. _____ Height _____

Engineer Name _____ Phone# _____

Address _____ Reg# _____

Sign Contractor Name _____ Phone# _____

Address _____ Lic# _____

Two Copies of a fully dimensioned and scaled site plan showing the lot frontage, building facade, parking areas and location of all existing and proposed signs. For ground signs, the site plan must show the distance from the property line and edge of pavement.

Sign plan. The application shall:

1. Provide a summary table listing location type and area of any existing and proposed signs.
2. Provide fully dimensioned and scaled elevation drawing of any proposed sign, showing sign type, height, structure and sign face area.
3. For building signs, provide an elevation of the building, showing placement of any sign.
4. If the sign is to be electrically lighted, additional information is to be provided regarding the testing laboratory or the ETL Number, and the name and address of the electrical contractor.
5. The type of construction, sign supports, electrical details.
6. Wind load calculations and footer details as required by the city's adopted building code.
7. For the following signs, plans shall be prepared by a Florida registered professional engineer and sealed by such engineer:
 - a. Building signs that project perpendicularly from the surface to which it is attached and that are more than 24 square feet in area.
 - b. Ground signs of more than ten feet in height and 100 square feet in area.
 - c. Inspections/time limits: Upon the receipt of a completed permit application and upon payment of the appropriate permit fee by the applicant, the city shall promptly conduct an investigation of the application, the proposed sign and the premises. The city shall grant or deny the permit application within 20 days from the date the completed application, with application fee, was filed.