



Permanent Sign Permit Application

CITY OF ALTAMONTE SPRINGS

Growth Management Department

BP# _____

- Checklist:**
- 2 copies of: _____ Scaled plan showing all lettering
 - _____ Site plan showing location of signs for ground signs, indicate setback to sign leading edge and pole or footer
 - _____ Detailed structural plans including materials & colors
 - _____ Elevation view showing sign placement on building for wall signs
 - 1 copy of: _____ Approval letter from property owner or agent

PROPERTY:

Address _____

Suite # _____

Plaza/Project Name _____

LENGTH of Lot Frontage _____

LENGTH of Unit Frontage _____

PROPERTY OWNER:

Owner Name _____

Mailing Address _____

Owner Phone _____ FAX _____

SIGN CONTRACTOR:

NAME _____ License # _____

PHONE _____ FAX _____ E-MAIL _____

TYPE of Proposed Sign(s): _____ GROUND SIGN HEIGHT of Sign _____ SETBACK from property line _____

_____ WALL SIGN Overall Width of Sign panel _____ Overall Height of Sign Panel _____

LIST ALL OTHER SIGNS REMAINING ON THE SITE _____

IS SIGN ILLUMINATED? ___ NO ___ YES* *If YES, an electrical permit is required*

ELECTRICAL CONTRACTOR: _____ LICENSE NO: _____

IS JOB CONTRACT PRICE GREATER THAN \$2,500? _____ NO _____ YES* **Requires Notice of Commencement*

I HERBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE ALL INFORMATION & SUBMITTAL MATERIAL(S) SUPPLIED HEREIN ARE TRUE AND CORRECT.

_____ Signature _____ Date

_____ Print Name

ENGINEERING THRESHOLDS	Permit Required	Engineering Required
<i>WALL MOUNTED SIGNS:</i>		
4' X 8' or less <i>and</i> flush mounted less than 1 ½ " projection	YES	NO
Greater than 4' x 8" <i>or</i> flush mounted greater than 1 ½ " projection	YES	YES
<i>CHANNEL LETTERS:</i>		
Less than 2' in all dimensions	YES	NO
Greater than 2' in all dimensions	YES	YES
<i>TEMPORARY REAL ESTATE SIGNS:</i>		
32 sq ft (4' x 8') or less	NO	NO
Greater than 32 sq ft	YES	YES
<i>FOAM LETTERS or PAINTED SIGNS:</i>		
	YES	NO
<i>RACEWAY SIGNS:</i>		
	YES	YES

P & D _____ APPROVED _____ DATE _____ Comment _____

BFSD _____ APPROVED _____ DATE _____ Comment _____