

CITY OF WEST MELBOURNE  
Application For Sign Permit

Requirements:

1. A permit is required to paint, erect, construct, enlarge, move or make structural alterations for any sign.
2. A separate application and a separate permit shall be required for every separate sign.
3. A separate electrical permit is required for any sign containing electrical components to be connected to an electrical energy source.
4. Submit two (2) copies of scaled drawings showing elevation of building structure with proposed sign and lettering super-imposed in correct ratio.
  - \* If detached sign is over 32 square feet, or roof or projecting sign, the plans must be prepared and sealed by a registered engineer.
  - \* All detached signs shall be landscaped at the base with a minimum of two (2) square feet of landscape material for every two (2) feet of sign facial area.
5. Submit a plot plan diagram showing exact proposed placement of sign in relation to public right-of-ways, utility easements and property line.
6. Notation on drawings as to type, size and coloring of letters.

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Type of Sign to Construct: \_\_\_\_\_

Type of Material of Sign: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Sec.: \_\_\_\_\_ Twp.: \_\_\_\_\_ Range: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Sign Contractor's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Sign Contractor's Address: \_\_\_\_\_

Occupational License No.: \_\_\_\_\_ County License No.: \_\_\_\_\_

Sign Installer's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Sign Installer's Address: \_\_\_\_\_

\_Occupational License No.: \_\_\_\_\_ County License No.: \_\_\_\_\_

Electrical Contractor's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Electrical Contractor's Address: \_\_\_\_\_

State License No.: \_\_\_\_\_ C of C No.: \_\_\_\_\_

Front wall area of building (or portion of building occupied):

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ TOTAL SQUARE FEET

Sign facial area: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ TOTAL SQUARE FEET

Height of proposed sign: \_\_\_\_\_ (NOTE: Detached signs require a minimum of two square feet of landscaping at base per each two square feet of sign facial area.)

Setbacks:      Front \_\_\_\_\_      Left side \_\_\_\_\_  
                    Rear \_\_\_\_\_      Right side \_\_\_\_\_

Valuation of sign: \$ \_\_\_\_\_

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SIGNATURE OF OWNER/CONTRACTOR

DATE SIGNED