



Town of Fort Myers Beach

SIGN PERMIT APPLICATION

LDC Section 30, [Ordinance 11-01](#)

Official Use Only:

Permit # **SGN** _____

Zone _____

Property Owner: _____ STRAP #: _____

Job Address: _____

Business Name: _____

Contractor: _____ License #: _____

Contact Person: _____ Email: _____

Contractor Phone: _____ Construction Value: _____

Job Description: _____

Select One:

Single Face Sign

Double Face Sign

Type of Sign:

Ground Sign

Wall Sign

Awning Sign

Projecting

Other _____

Illumination/Lighting:

Non-Illuminated

Neon

Fluorescent

LED

External

Electrical Sub-permit Required:

Yes

No

ADDITIONAL INFORMATION / SUBMITTAL REQUIREMENTS

- A. Submit completed form.
- B. Authorization Letter from property owner. *(If applicable)*
- C. [Notice of Commencement](#). *(If applicable)*
- D. Three copies of SITE PLAN dimensioned and scaled indicating the location of the site relative to property lines (setbacks) including:
 - a. Setbacks from rights-of-way, streets, easements, driveways and sidewalks
 - b. Visibility triangle
 - c. Location, size and type of any other existing signs
- E. Three copies of CONSTRUCTION DRAWINGS dimensioned and scaled showing:
 - a. Height and width
 - b. Sign Copy
 - c. Construction material
 - d. Attachments details
 - e. Foundation and/or footer details
 - f. Lighting Plan

THIS PERMIT IS VOID IF THE FIRST INSPECTION IS NOT MADE WITHIN SIX (6) MONTHS FROM THE DATE ISSUED OR IF NO INSPECTION HAS BEEN MADE FOR A PERIOD OF SIX (6) MONTHS FROM THE MOST RECENTLY PASSED INSPECTION. THE PERMIT IS VOID IF THE ZONING CLASSIFICATION IS VIOLATED. APPLICANT AGREES TO COMPLY WITH THE SANITARY REGULATIONS AND UNDERSTANDS THAT THE PROPOSED STRUCTURE MAY NOT BE USED OR OCCUPIED UNTIL AN APPROVED CERTIFICATE OF OCCUPANCY IS ISSUED. APPLICANT FURTHER UNDERSTANDS THAT FAILURE TO OBTAIN PERMIT OR MISREPRESENTATION OF THE IMPROVEMENTS IS A MISDEMEANOR AND UPON CONVICTION, APPLICANT CAN BE PUNISHED AS PROVIDED BY THE LAW. FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR IMPROVEMENTS.

I hereby certify that to the best of my knowledge, the information submitted for this permit is true & correct, & complies with Deed Restrictions.

Applicant Signature

Print Name

Date