



**Sign Permit Application**  
**City of Eustis**  
 111 E. Orange Ave.,  
 P.O. Drawer 68  
 Eustis, FL 32727-0068  
 Phone: (352) 483-5462

<i>City Use Only</i>	<b>Permit No.</b>
Sign Sticker Nos.	
Business Name	
Design District	
Total Bldg. Sign Sq. Ft. Allowed	
Ground Sign Sq. Ft. Allowed	

**Project/Owner Information**

Project Address	Alternate Key No.	Shopping Center/Subdivision Name
Within a Historic District?	Responding to a Code Violation?	Is Property in a Floodplain?
Property Owner		
Address including suite number if applicable	City	State Zip
Business Telephone Number	Business Fax Number & Email Address	

**Contractor (Applicant) Information**

Business Name/Applicant Name	License Holder	License Number
Address including suite number if applicable	City	State Zip
Business Telephone Number	Business Fax Number & Email Address	

**Proposed Sign Information**

<b>Select One:</b> Single Face Sign Double Face Sign  <b>Sign Type(s)</b> Wall Sign Awning Sign Tenant Panel on Existing Ground Sign Other _____	<b>Number of Signs Proposed:</b> 1    2    3    4  Action: Erect Alter Repair Move Copy Change (Face Change)	<b>Construction Type:</b> Painted Plastic Metal Channel Letters Concrete Block Foam Light Box Wood Other	<b>Illumination:</b> Non-Illuminated Neon Fluorescent LED External  <b>Contract Price/Value \$ _____</b>
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**Proposed Ground Sign Information**

Copy Area Square Footage	Supporting Structure Square Footage	Height	Setbacks to Property Line		
			Street	Common Lot	Rear

**Proposed Building, Wall, Awning or Other Sign Information**

Sign Square Footage	Letter Height	Logo Dimensions	Method of Attachment
Sign Square Footage	Letter Height	Logo Dimensions	Method of Attachment
Sign Square Footage	Letter Height	Logo Dimensions	Method of Attachment
Sign Square Footage	Letter Height	Logo Dimensions	Method of Attachment

**Existing Sign(s) Information**

No. of Existing Ground Signs & Square Footage	No. of Existing Building or Other Signs & Square Footage	Signs to Be Removed
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It is agreed that in all respects the work will be performed & completed in accordance with the permitted and applicable codes of the local jurisdiction. This permit may be revoked at any time upon violation of any of the provisions of said laws, ordinances, or rules & regulations, or upon any unauthorized change in the original approved plans. **This permit becomes invalid if an inspection for permanent construction is not requested within 180 days or more than 6 months has elapsed between inspections.**

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities, such as water management districts, state agencies, or federal agencies.

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature (Contractor/Applicant): \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public



## City of Eustis Sign Permit Submittal Guide

*This is only a guide and may not be all-inclusive for your particular project.*

### Sign Permits Required

Sign permits are required for all permanent signs (including signs painted on walls, foam or vinyl lettering, face changes, etc.). A licensed contractor is required for sign permits and installation, unless the is listed as an exception under Item 1 below.

### Required Forms

Completed Sign Permit Application  
Property Record Card

### Possible Additional Forms

Recorded Notice of Commencement (over \$2,500 value)  
Power of Attorney Form (if not the license holder)  
Owner / Builder Statement  
Proof of Workers Compensation Insurance & General Liability Insurance

### Plans (2 Copies Required) (See Sample Drawings)

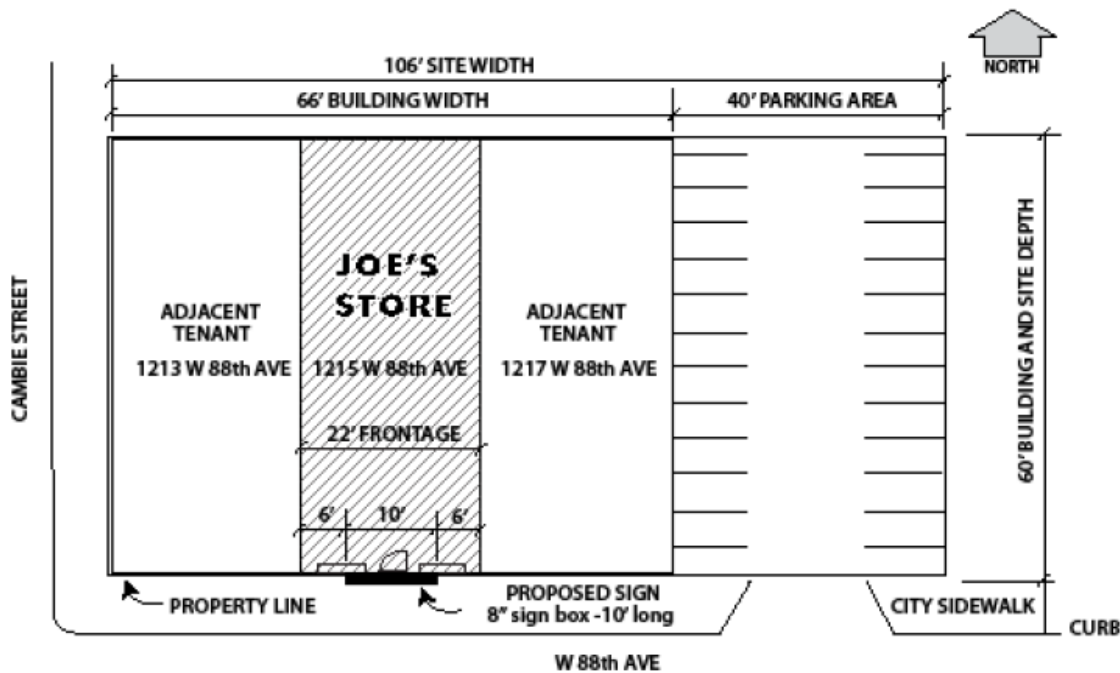
1. **ALL SIGNS:** Plans must be signed and sealed by a Florida Design Professional, unless the sign to be permitted meets the one of the following exceptions, as determined by the Building Official.
  - Building mounted signs less than or equal to 32 square feet with less than 1-1/2-inch projection;
  - Signs comprised of foam or vinyl letters, or signs painted on walls or awnings (provided awnings require a separate permit and engineered drawings for the awning itself);
  - Signs painted on walls;
  - Sign panel changes for existing, previously permitted or legally existing signs (face change).
  - Scaled and dimensioned drawings/plans detailing sign copy area, square footage, design criteria, construction materials/specifications, method of attachment and confirming the construction meets minimum wind speed design.
  - Site plan, clearly dimensioned with sight visibility triangle, indicating the exact location of all sign(s) and setbacks of any new ground signs.
2. **GROUND SIGNS:** In addition to the plan requirements above, ground sign drawings must include:
  - Dimensions/square footage of the sign copy area, dimensions/square footage of the supporting structure, height of the sign.
  - Engineering indicating wind load calculations to meet Florida Building Code requirements, and complete footing details and attachments.
3. **BUILDING MOUNTED SIGNS:** In addition to the plan requirements above, building sign drawings must include:
  - Building elevation showing location of the sign on the wall, awning, etc.
4. **LIGHTED SIGNS:**
  - Approval number from a listed agency.
  - Electrical detail to include panel number and circuit number, conductors, raceway, breaker, disconnect.
  - Separate electric permit required for new electrical installations and neon signs; neon signs will require transformer specifications.

## Sign Sample Drawings

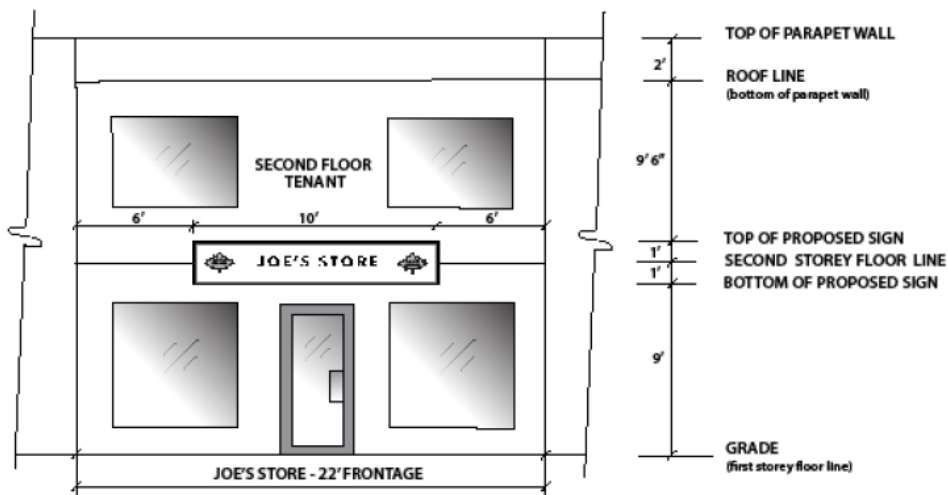


Sign Material: 0.25-inch thick vinyl panel (2 foot x 10 foot)  
 Projection from wall: 0.25 inches; sign will be flush mounted to wall  
 Method of attachment: attached with XX (number) XX (type of bolts/tap-cons, etc.) spaced at XXX inches on center  
 Sign will meet wind load requirements of the Florida Building Code

**COPY DRAWING**  
**SCALE - 1" = 1'**



**SITE PLAN**  
**SCALE 1/16" = 1'0"**



**NORTH ELEVATION**  
**SCALE 1/4" = 1'0"**