



MANATEE COUNTY
FLORIDA

SIGN PERMIT APPLICATION CHECK LIST

TWO (2) COPIES OF EACH OF THE FOLLOWING ARE REQUIRED

- _____ **Approved Final Site Plan**, including “Stipulations Letter” showing approved type, size, location and design (if applicable) for all ground, monument, pole or pylon signs.
- _____ **Site Survey**, showing existing structures, easements, set backs and flood zone information.
- _____ **Site Plan**, showing the location of the business, applicable building and / or road frontage proposed sign location, required “visibility triangle” restrictions and the current zoning of adjacent properties (within 500 ft. radius of the sign).
- _____ **Signs within the County Right Of Way** – Contact Transportation Department for Right Of Way Permit.
Ph# 708-7486 x 7486.
- _____ **Authorization Letter**, original signed and notarized by the owner of the property not the business, unless they are the same.
- _____ **Preliminary Sign Design Review Form**, (must be completed)
- _____ **Design Drawing(s)** for the proposed sign, in color, including an illustration of the sign as installed on the building (wall signs only), support structure, base design, finish materials and related landscaping. Operating specifications size, colors, etc. are required for all proposed “Message Center” signs.
- _____ **Construction Drawings** for the sign, its foundations, supporting structure and installation. Signed and sealed engineering drawings are required for all signs greater than 10’ overall height. Lighting and electrical installation must comply with UL 48 Standards and the FBC.
- _____ **Existing Tag Number**, for all signs to be renovated, replaced or removed.
- _____ **Estimated Sign Area**, for all signs.
- _____ **Estimated Cost**, for all signs, including support structures and installation.
- _____ **Permit Application**, “Miscellaneous”.
- _____ **Notice Of Commencement**, if value of work is greater than \$2,500.00

--- PLEASE RETURN COPY OF CHECKLIST WITH DRAWINGS--- Rev052011enb