



SIGN PERMIT APPLICATION

(Downtown District)

City of New Port Richey
Development Department
City Hall, 5919 Main Street, 1st Floor
New Port Richey, FL 34652
Phone: (727) 853-1047 Fax: (727) 853-1052

Permit # _____
Date Received:

Is this application the result of a Stop Work Order or Notice of Violation? Yes No

Submittal Requirements:

	A completed application including all existing signs on the property. Pictures may be required prior to accepting application for any proposed signage.
	Letter of authorization from the property owner or their authorized representative granting permission to install or alter signage.
	If sign(s) are illuminated, electric portion of the application must be completed even if another contractor is doing the work.
	Two (2) copies of a fully dimensioned site plan, to scale, showing the lot frontage, building frontage, parking area, and location of existing and proposed signs. For freestanding signs, (existing and/or proposed) the site plan must show the distance of the leading edge of the sign from right-of-way/property line. A minimum setback of six foot is required for all monument signs. Monuments signs shall not be placed in the "Free Vision Zone" as defined by Section 10.02.00 of the City Code.
	Two (2) copies of sealed engineered plans indicating compliance with Florida Building Code, and 130 mph wind zone.
	Two (2) copies of fully dimensioned elevation drawings of both existing and proposed signs, showing height, scale, copy area and sign message. For wall signs, provide elevation of building, showing placement of signs.
	Notice of Commencement must be recorded with Pasco County if job cost is over \$2,500.

General Sign Information for Downtown Zoned Properties:

For properties located in the Downtown zoning district: Total sign area for all signs on the premises shall be limited to an area of one (1) square foot for each lineal foot of building frontage along the public right-of-way on which the building is oriented. However, no individual sign in the Downtown Zoning District shall exceed fifty (50) square feet in area. For those businesses whose building frontage is less than thirty-two (32) linear feet, a total sign area not to exceed thirty-two (32) square feet shall be allowed.

Prohibited Signs in the Downtown Zoning District:

Changeable Copy, Freestanding and Portable.

Site Information:

Job Name or Subdivision:	Job Cost:
Job Address:	Zoning District:

Property Owner and Representative Information:

Current Property Owner(s):	Phone:
Owner Address:	

Owner Email Address:	
Owner's Representative(s):	Relationship to Owner:
Representative Mailing Address:	
Representative Email Address:	Phone:
Primary contact: <i>(This is the <u>one</u> person whom the City will send all communication regarding this application)</i>	

Tenant Information:

Tenant Name:	Phone:
Tenant Address:	
Tenant Email Address:	

Contractor Information:

Contractor (Company Name):	Phone:	
Company Address:		
Company Email Address:		
License Holder:	DBPR#	Pasco#

If signs are illuminated, this portion of the application must be completed even if another contractor is completing the work

Contractor (Company Name):	Phone:	
Company Address:		
Company Email Address:		
License Holder:	DBPR#	Pasco#

The Maximum Number and Types of Signs Permitted in the Downtown Zoning District:



The maximum number of signs for each individual business or storefront is three. The types of permitted signs are limited to canopy/awning, directory, hanging, monument, projecting, sandwich, wall and window. Definitions of what these signs are can be found in Section 13.02.00 of the City Code.

Architectural Detail:

Signs shall not be located in area which obscure architectural detail, windows, cornices or other important architectural features of commercial buildings. The Downtown Design Guidelines shall be utilized in determining whether a given sign will obstruct architectural detail.

Sign Allowance:

Signage allowance is based on a total sign area equal to 1.00 square feet for each lineal foot of building frontage.

 Street Frontage (Lineal Feet)		 Business Frontage (Lineal Feet)		Allowable Square Footage Total sign area one (1) square foot for each lineal foot of building frontage and shall not exceed fifty (50) square feet in area. Building frontages less than thirty-two (32) linear feet, a total sign area not to exceed thirty-two (32) square feet.	
	x 1.00 =			x 1.00 =	

Existing Signage:

Existing Signs: Description of Sign, Type (canopy/awning, directory, hanging, monument, projecting, sandwich, wall and window) Construction Type (Sign Material), Illumination, and Square Feet

For each sign permit, calculations are required to determine the overall signage allowance for the site.

Provide details on all existing wall and ground signs on the site. For multi-tenant buildings, this includes those for other tenants you may not be representing.

Existing Wall Sign(s)	Size (square feet)	Primary or Secondary Entrance Sign	Description	Legal Permit Issued?	Signage to Remain or be Removed?
Sign #1					
Sign #2					
Sign #3					

Existing Window Sign(s)	Area of Window/Door Surface Where Sign is Located	Size (square feet)	Description	Legal Permit Issued?	Signage to Remain or be Removed?
Sign #1					
Sign #2					
Sign #3					

Type of Proposed Signage: *(check all that apply)* A maximum of three signs per property is permitted

Canopy/Awning	Directory	Hanging	Monument	Projecting	Sandwich	Wall	Window
---------------	-----------	---------	----------	------------	----------	------	--------

Proposed Signs: Description of Sign Type (Wall, Hanging, etc.), Construction Type (Sign material), Illumination, and Square Feet

Sign #1		Square Feet	Overall Height From Grade _____ Feet
Sign #2		Square Feet	Overall Height From Grade _____ Feet

Sign #3		Square Feet	Overall Height From Grade _____ Feet
---------	--	-------------	---

Total Proposed Signage for Site:

Existing Square Footage of Signage to Remain On-site	Square Feet
Proposed Square Footage of New Signage for Site	Square Feet
Total Overall Square Footage of Signage for Site	Square Feet

Applicant's Affidavit:

A permit shall be construed to be a license to proceed with the work and shall not be construed as authority to violate, cancel, alter or set aside any provisions of the Code, nor shall such issuance of a permit prevent the Building Official from thereafter requiring a correction of errors on plans or in construction, or of violation of the Code. Every permit issued shall become invalid unless work authorized by such permit is commenced within six months after issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced. Extensions may be requested in writing to the Building Official for periods not exceeding 180 days.

Application is hereby made to obtain a permit to do the work and installation as indicated. **I certify that no work or installation has commenced prior to the issuance of a permit** and all work shall be performed to meet the standards of all regulating construction in the City of New Port Richey. I also certify that I understand that the regulations of other governmental agencies may apply to the intended work, and that it is my responsibility to identify what actions I must take to be in compliance.

I further certify together with scaled plans and specifications this application shows a true representation of construction to be accomplished under this permit. It is understood that any deviations from the original documents shall render the permit issued under this application null and void, unless approved by the Building Official.

Final inspections are required for all permits issued. I understand I am responsible for requesting a final inspection on all new signage placed on the property. Failure to comply could lead to a hearing and a fine or removal of signs.

WARNING TO OWNER: *Your failure to record a Notice of Commencement (NOC) may result in paying double for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your NOC.*

Applicant's Affidavit:

Signature of Contractor: _____

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me by means of Physical Presence OR Online Notarization

This _____ day of _____, _____
Date Month Year

By _____
Name of Person Acknowledging

Signature of Notary Public – State of Florida

Name of Notary Typed, Printed, or Stamped

Personally Known OR Produced Identification

Typed of Identification Produced: _____

Authorization For Property or Business Owner's Representative:

I _____, the **owner**, hereby **authorize** _____ **to act as my representative(s)** in all matters pertaining to the processing and review of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

Signature of Current Property Owner(s): _____

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me by means of Physical Presence OR Online Notarization

This _____ day of _____, _____
Date Month Year

By _____
Name of Person Acknowledging

Signature of Notary Public – State of Florida

Name of Notary Typed, Printed, or Stamped

Personally Known OR Produced Identification

Typed of Identification Produced: _____