



# SIGN PERMIT APPLICATION

(Non-Downtown District/Non-DROD)

City of New Port Richey  
Development Department  
City Hall, 5919 Main Street, 1<sup>st</sup> 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  
*(Work started without proper permits will be assessed a penalty equal to double the permit fee)*

### Submittal Requirements:

	Completed application including <u>all</u> existing signs on the property. Pictures may be required prior to accepting application for any proposed signage.
	Letter of authorization from the <u>property owner</u> or its authorized representative granting permission to install or alter signage.
	If sign(s) are illuminated, electric portion of the application <u>must</u> 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 (to scale).
	Two (2) copies of sealed engineered plans indicating compliance with Florida Building Code, and 140-150 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 architectural elevation of building, showing placement of signs.
	Recorded copy of Notice of Commencement with Pasco County if job cost is over \$2,500.

### General Sign Information for Commercially Zoned Properties (Non-Downtown District/Non-DROD):

For all commercial properties, a total sign area of 1.75 square feet for each lineal foot of building frontage or 0.5 square foot for each lineal foot of lot frontage, whichever results in the larger sign area is permitted. Freestanding signs have a minimum 15-foot setback from the property line.

### General Sign Information for Residentially Zoned Properties:

Regulations pertaining to signage in residentially-zoned properties may be found at the City's website in the Land Development Code, Chapter 13, on Municode.com.

### 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#

**Sign Allowance: (Application is Incomplete if not filled out)**

Signage allowance is based on a total sign area equal to 1.75 square feet for each lineal foot of building frontage or one-half square foot for each lineal foot of lot frontage, whichever results in the larger sign area.

 Street Frontage (Lineal Feet)		 Business Frontage (Lineal Feet)		Allowable Square Footage The maximum total area of all permitted signs for any establishment shall not exceed 200 square feet, single face, and the minimum shall be not less than 32 square feet. (A or B ≤ 200 square feet)	
x 0.5 =		x 1.75 =			

**Existing Signage:**

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)	Description	Legal Permit Issued?	Signage to Remain or be Removed?
Sign #1				
Sign #2				
Sign #3				

Existing Ground Sign(s)	Size (square feet)	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					

**Proposed Signage: (Application is Incomplete if not filled out)**

Proposed Wall Sign(s)	Size (square feet)	Description	Legal Permit Issued?
Sign #1			
Sign #2			
Sign #3			

Proposed Ground Sign(s)	Size (square feet)	Description	Legal Permit Issued?
Sign #1			
Sign #2			
Sign #3			

Proposed Window Sign(s)	Area of Window/Door Surface Where Sign is Located	Size (square feet)	Description	Legal Permit Issued?
Sign #1				
Sign #2				
Sign #3				

**Total Signage for Site: (Application is Incomplete if not filled out)**

<b>Total Signage Permitted On-Site - Use Figure From Sign Allowance Box Above</b>		
Existing Sign Area to Remain On-site		Square Feet
Proposed New Sign Area for Site		Square Feet
Total Proposed Sign Area 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: \_\_\_\_\_