



Sign Permit
Building Permit
Florida Building Code 5th Edition (2014)

25

Job Information Application Date: _____ Est. cost: _____ Permit #: _____

Tax/Folio #: _____ Job Address: _____

Legal Sub/Unit/Blk/Lot: _____

Owner Name: _____

Owner Mailing Address (if different): _____

Tenant Name: _____

Contractor Information

Contractor: _____ State Cert/CC Comp Card #: _____

Qualifier's name: _____ Job rep: _____

Address: _____

Phone/Fax/E-mail: _____

Electrical: _____ State Cert/CC Comp Card #: _____

Address: _____

Work being performed

Number of Signs: _____ Electric: _____ Non-Electric: _____

Type of Sign: _____ Sq. ft. of each sign: _____

Description of work: _____

The following must be included with the application:

_____ Two copies of a plan indicating the size, height, copy, and colors of each sign

_____ Two copies of a site plan showing location of each sign

_____ Copy of occupational license for the business

Regulations and Information

1. City of Marco Island Building Services is regulated by the Florida Building Code 5th Edition (2014). For more information about the code or to purchase the code, visit <http://www.floridabuilding.org>
2. Required plan size is 24" x 36" or smaller on standard size paper. Plans must be to scale with a minimum of 3/16" = 1'
3. In addition to complying with the requirements of this article, all signs must meet the structural and other standards regarding sign construction, erection, electrical wiring, etc. set forth in the building code.

4. The windspeed requirement for signs is 155mph.
5. Engineering is required for free-standing signs 32 square feet or greater.
6. A sign contractor is required to obtain a permit for any permanent sign.
7. Non-electric sign contractors will not be issued a permit for an electrical sign unless they provide a sub-contractor form signed by the licensed electrician, who will perform the electric connection.
8. In commercial complexes, the permitted signs must be uniform in design, including color and lettering scheme, as well as shape and location on the building. The design must be consistent with the general character of the structures.
9. The building official must approve a signage plan for all new development and redevelopment.
10. The lower edge of each sign over a pedestrian walkway shall be no less than eight feet above the surface thereof.
11. All electrical or mechanical equipment shall be located above the required base flood elevation.
12. One application must be filled out with the original signature of the qualifier pulling the permit.
13. The fee for this permit is \$70.00.
14. An electric permit is required for all electric signs. The cost of an electric permit is \$75.00.
15. A plan review fee of 25% of the permit fee will be charged at the time of application. This fee is not refundable nor is it credited to any other fee.
16. The Electronic Data Conversion Surcharge, added to all permits, will equal 5% of the total permit cost, with a minimum charge of \$5.00 and a maximum charge of \$300.00.
17. **The permit number will be permanently affixed to the sign, in one (1) inch high numbers.**

RECORDED NOTICE OF COMMENCEMENT MUST BE POSTED IF THE PROJECT VALUATION EXCEEDS \$2,500.00

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Contractor's Affidavit

I certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning. I understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced.

No work whatsoever will commence until the building permit has been issued.

- The permit fee will be quadrupled if work is started without an approved permit.
- The permittee further understands that only licensed contractors may be employed and that the structure shall not be used or occupied until a Certificate of Occupancy is issued.
- See Section 105.4.1.1 of the Marco Island Administrative Construction Code for information regarding the permit expiration date.

Print Name of Qualifier

Signature of Qualifier

State of Florida

County of _____

The foregoing instrument was acknowledged before me this _____ day of __, 20_____, by

_____,
who is personally known to me or has produced _____ as identification.

Signature, Notary Public – State of Florida

(Seal)

Printed, Typed, or Stamped Name of Notary