

# CITY OF CASSELBERRY COMMUNITY DEVELOPMENT

## SIGN PERMIT APPLICATION *ULDR Article XVI*

Phone: (407) 262-7700  
Fax: (407) 262-7763  
95 Triplet Lake Drive, Casselberry, FL 32707  
www.casselberry.org

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Site Information:**

Building frontage linear footage: \_\_\_\_\_ X 2 = \_\_\_\_\_ total s.f. of allowable copy area for site  
Lot frontage linear footage: \_\_\_\_\_ = \_\_\_\_\_ # of monument signs  
Existing ground signs (if any): height of sign from crown of the road: \_\_\_\_\_ ft.

**Permanent Sign:**

Total square footage of all existing signs, signs to be removed, and proposed signs (ground, wall & window signs):

	Existing Copy Area (sq.ft.)	Copy Area to be Removed	Proposed New Copy Area	Total Copy Area
Ground Signs				
Facade Signs				
Window Signs				
<b>Total</b>				

**Temporary sign: (Political signs greater than 6 square feet in area, portable signs, inflatable signs and grand opening banners/pennants).**

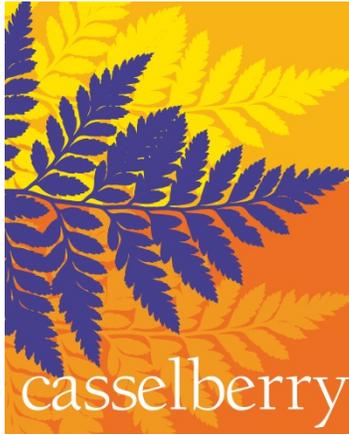
Temporary signs require the property owner's authorization.  
Type of sign: \_\_\_\_\_ Dates requested from: \_\_\_\_\_ to: \_\_\_\_\_  
Quantity: \_\_\_\_\_ (Provide a listing of addresses and/or a locator map) Dimensions: \_\_\_\_\_

**Sign Construction:**

Type of sign construction: \_\_\_\_\_ Will sign be electrically lighted? Yes \_\_\_ No \_\_\_  
Recognized Testing Laboratory UL or ETL Number: \_\_\_\_\_  
Sign Manufacturer: \_\_\_\_\_  
Electrical Contractor: \_\_\_\_\_

**The following information must be included with the sign permit application:**

1. A fully dimensioned and scaled (engineering) site plan showing the lot frontage, building frontage, parking areas, and location of all existing and proposed signs. For ground signs, the site plan must show the distance from the right-of-way and edge of pavement and street corner visibility calculations per Section §2-182 of the Casselberry City Code, where applicable.
2. Sign plan (note: does not apply to temporary signs)!  
Provide fully dimensioned elevation drawing of the proposed sign, showing sign type, height and copy area.
3. Provide construction details: type of construction, sign supports, electrical details, etc.
  - a. For freestanding signs: show minimum 110 mph wind load calculations and footer details.
  - b. All electric signs must have a label from, a recognized testing laboratory visible from the ground. An electrical disconnect at the sign shall be provided, installed in accordance with the NEC Article 600.
  - c. For neon signs: All signs and outline lighting listed in accordance with UL and installed in accordance with the NEC. Need to submit pertinent detailed drawings from neon installation manual.



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## BUILDING PERMIT APPLICATION

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**DATE:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Parcel # / Legal Description:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Square Footage of Work:** \_\_\_\_\_ **Valuation of Work: \$** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**License Holder Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**License #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

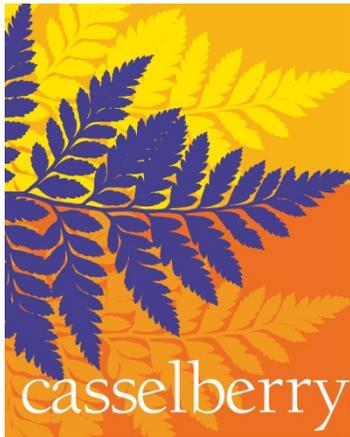
**SUB-CONTRACTORS: POWER OF ATTORNEY IS NEEDED FOR EACH WITH APPLICATION**

**ELECTRICAL:** \_\_\_\_\_ **CONTRACT PRICE:** \_\_\_\_\_ **LICENSE #:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MECHANICAL:** \_\_\_\_\_ **CONTRACT PRICE:** \_\_\_\_\_ **LICENSE #:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PLUMBING:** \_\_\_\_\_ **CONTRACT PRICE:** \_\_\_\_\_ **LICENSE #:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Attach a copy of the executed contract with the owner/tenant.



# CITY OF CASSELBERRY COMMUNITY DEVELOPMENT

## BUILDING PERMIT APPLICATION PAGE TWO

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Title Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mortgage Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_

Architectural / Engineering Firm Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Current Use

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Apartment           | <input type="checkbox"/> Assembly-Restaurant | <input type="checkbox"/> Assembly-Other    |
| <input type="checkbox"/> Business/Office     | <input type="checkbox"/> Condominium         | <input type="checkbox"/> Mercantile/Retail |
| <input type="checkbox"/> 1-2 Family Dwelling | <input type="checkbox"/> Storage             | <input type="checkbox"/> Other: _____      |

### Type of Work

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Addition                | <input type="checkbox"/> Alteration     | <input type="checkbox"/> Change of Use            |
| <input type="checkbox"/> Dumpster Enclosure/Pad  | <input type="checkbox"/> Fence          | <input type="checkbox"/> Foundation Only          |
| <input type="checkbox"/> New 1-2 Family Dwelling | <input type="checkbox"/> New Commercial | <input type="checkbox"/> Shed/Accessory Structure |
| <input type="checkbox"/> Swimming Pool           | <input type="checkbox"/> Other: _____   |   |

Planning and Zoning Division: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Public Works Department: \_\_\_\_\_

Building Official: \_\_\_\_\_

**CONTRACTOR AND OWNER/TENANT PLEASE READ AND SIGN BELOW**

Application is hereby made to obtain a permit to do work and installations as indicated. (State law requires construction to be done by licensed contractors. Exemptions to that law may apply. Refer to Homeowner/ Contractor Disclosure Statement). I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for all ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, etc.

Agencies that enforce building codes are required when issuing building permits, to provide a declaration stating that additional permits may be required from other governmental entities, such as Water Management Districts, State Agencies or Federal Agencies as required by State and Federal law.

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

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 RECORDING YOUR **NOTICE OF COMMENCEMENT**. *A copy of the recorded Notice of Commencement is required to be submitted to the Building Department for jobs over \$2500 at time of submittal or at time of permit pick-up.*

**UNDER PENALTY OF PERJURY. I DECLARE THAT ALL OF THE INFORMATION CONTAINED IN THIS BUILDING APPLICATION IS TRUE AND CORRECT:**

\_\_\_\_\_  
Owner / Tenant (Please print)

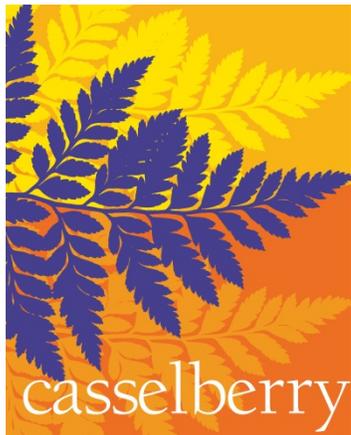
\_\_\_\_\_  
Contractor (Please print)

\_\_\_\_\_  
Owner/Tenant (Signature)

\_\_\_\_\_  
Contractor / Agent (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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### BUILDING PERMIT APPLICATION CHECKLIST

Please provide the following required information. All items may not be applicable.

- BUILDING PERMIT APPLICATION FORM – Complete and Signed
    - TYPE OF PERMIT \_\_\_\_\_
      - If General Contractor is pulling the permit, Electric, Plumbing & Mechanical sub-contractors must give POA for that specific address so the General Contractor can pull their permit. Permits cannot be pulled separately.
  - CONTRACTOR/SUBS INFORMATION – The following must be submitted to the Building/Fire Safety Division by contractors:
    - Proof of Workers Compensation listing City of Casselberry as certificate holder or Letter of Exemption
    - Copy of Current State License and Seminole County License if a Registered Contractor
    - Occupational License
    - Copy of Contract, Work Order or Estimate
    - Proof of Liability Insurance listing City as Certificate Holder
  - OWNER/BUILDER DECLARATION – An owner/builder declaration must be signed when a property owner acts as their own contractor.
  - NOTICE OF SPECIAL INTERCEPTOR FORM – Must be completed by the applicants authorized agent and approved by the City Engineer for all projects that are associated with food preparation and produce liquid waste containing grease. The form is available on the City's web site at [www.casselberry.org](http://www.casselberry.org).
- CONSTRUCTION PLANS – Two (2) sets of plans signed and sealed by a Florida Design Professional (maximum size 30" x 42") in compliance with the Florida Building Code and including the following if applicable:
- Energy Calculations
  - Structural Details Designed to 110 MPH Wind Load
  - Mechanical, Electrical and Plumbing Design
  - Fire Sprinkler Design Criteria
- SITE PLAN OR SURVEY – For all projects involving changes to the site, two (2) full site plans/surveys showing:
  - Property Lines with Lot Dimensions,
  - Easements
  - Total Building Area, both Current and Proposed
  - Impervious Surface Area Calculations
  - Location and Size of Mechanical Equipment Pads, Pool Equipment, etc
  - Location and Size of Porches, Patios, Steps, Driveways, Sidewalks, etc
  - Location and Size of Existing Trees
- DRAINAGE PLAN – For all projects involving the addition of impervious area or effecting lot drainage, two (2) full drainage plans indicating:
  - Existing Lot Drainage Patterns
  - Proposed Lot Drainage Patterns
  - Proposed Finished Floor Elevation
- HOMEOWNER ASSOCIATION or CONDOMINIUM ASSOCIATION APPROVAL LETTER if applicable