



City of Naples - Building Department

295 Riverside Circle | Naples, Florida 34102
Phone: (239) 213-5020
www.naplesgov.com

SIGN PERMIT APPLICATION

Florida Building Codes, 7th Edition

Job Information:

Permit Application #: _____

Tax/Folio#: _____ Legal Description: _____

Job Address: _____

Property Owner: _____ Tenant Name: _____

Mailing Address: _____

Est. Cost: \$ _____ Permit Expiration Date: _____

Number of signs: _____ Sign(s) square footage: _____ Type of Sign: _____

Non-electric Electric Power for Sign >>>> Existing Circuit New Circuit Underground Wiring

Description of work: _____

Contractor Information:

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

Qualifier's Name: _____ Phone #: _____

Email Address: _____

Address: _____

City _____ State _____ Zip _____

Sub-Contractor Information:

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

Address: _____

The following must be included with the application:

- ___ One copy of a plan indicating the size, height, colors, and location of the sign
- ___ Supply UL or equivalent Listing approvals

Regulations and Information:

- ~~1. Required plan size is 24" x 36" maximum. Plans must be to scale with a minimum of 3/16"=1'~~
2. In addition to complying with the requirements of the City of Naples Code of Ordinances, all signs must meet the structural and other standards regarding sign construction, erection, electrical wiring, etc., set forth in the Florida Building Code.
3. Non-electric sign contractors will not be issued a permit for an electrical sign.
4. In commercial complexes, the permitted signs must be uniform in design, including a 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. A unified sign plan must be approved for any parcel on which the owner and/or tenant(s) propose to erect two or more signs requiring a permit.
5. The fee for this permit is \$100.00. A plan review fee, equal to 20% of permit fee, will be due at time of application. If plan review fee is less than \$30.00, it will be collected at time permit is issued, or upon withdrawal. The plan review fee is not refundable, nor is it credited to any other fee. Initial Required Building & Fire Code Inspections: \$35.00 each inspection.
6. Zoning review fee: \$50.00, or \$0.05 per square foot of affected enclosed space, whichever is greater, for permits that include new or renovated square footage.

More information can be found in City of Naples Code of Ordinances Section 50, Article II (Signs - Required Development and Design Standards), Section 58-914 (D-Downtown) and Section 58-1134(f) (Fifth Avenue Overlay District)

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 doubled if work is started without an approved permit.

Print Name of Qualifier

Signature of Qualifier

State of Florida

County of _____

The foregoing instrument was acknowledged before me by means of ___physical presence or ___online notarization
this ___ day of _____, 20___ by _____, who is
___personally known to me or ___has produced _____ as identification.

(Seal)

Signature, Notary Public - State of Florida

Printed, Typed, or Stamped Name of Notary