SIGN PERMIT
APPLICATION PROCESS

When considering a sign for your business, you should contact the Community Development Department to determine if the type/size of sign you intend to install is allowed at your location. Prior to the installation of a sign, it is required that a permit be obtained. Permit application packets are available at the Community Development Department located at 121 Central Avenue.

1. Permit application submission packets should include the following information:

   a. A copy of a completed application; all blanks must be filled out; all questions must be answered. Make certain to state whether the work proposed is to erect, alter or repaint a sign.

   b. If the sign is lighted, a sub-contractor permit application must be completed indicating the name of the licensed electrician who will be installing the electrical wiring. This includes a sign contractor who may also be a licensed electrician.

      Owners may perform their own wiring on wall signs; however, you will be required to have faulty wiring repaired if found by the inspector.

   c. If the owner is installing the sign, an owner/builder affidavit is required. Owners may install wall signs only. Owners may not install freestanding signs - they must have a licensed sign or general contractor perform the installation.

   d. Signed "Property Owner's Consent" form. **Please note that we require the property owner's consent, not the business owner's consent.**

   e. If the sign is to be a freestanding (pylon) sign, you will need to submit a site plan, drawn to scale, to include the following information:

      1. Setbacks from property to proposed sign;
      2. All existing buildings;
      3. Street locations and names;
      4. Any parking areas and sidewalks;
      5. Location of any existing freestanding signs within 250 feet of the proposed sign.

      If the sign will be installed on the building, a building elevation showing the sign on the structure is required.

   f. Sketch of the sign(s) showing the dimensions and content of the sign(s) is required. If you are adding to an existing freestanding sign, we will need to know the size of the existing sign as well as the size of the additional panel. It is required that a minimum of two (2) copies be submitted.

   g. If the sign is a primary sign, include a notation that street numbers, no less than 6 inches in height, will be located on the sign.

h. A structural form which shows the height from grade, number of posts, depth below grade, size of posts, etc.....

HELPFUL HINTS

Make sure that all of your figures agree between your application and any drawings you submit

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2. Once the application has been complete, **a pre-inspection fee** of $30.00 (non-refundable) is paid to the City of Clewiston.

3. Application and plans will process through Plan Review for code compliance and structural sufficiency.

4. An inspector will conduct a compliance field inspection. The inspection is made to determine the number of signs (if any) already existing on the property, the linear building front and the linear property frontage.

   PLEASE BE AWARE THAT EVEN IF THE INSPECTOR INDICATES THAT THERE IS NO PROBLEM, THIS DOES NOT CONSTITUTE AUTHORIZATION TO INSTALL THE SIGN!! THE SIGN *CANNOT* BE INSTALLED UNTIL YOU ARE IN RECEIPT OF THE ACTUAL SIGN PERMIT FROM PERMITTING!!!

5. The application and plans are returned with the report provided by the inspector. The applicant will be notified if any problems are noted.

6. The process generally takes 3-5 working days to complete. If the applicant has been notified of any problems, please note that corrected documents must be submitted and the process starts again.

7. Once the plan reviewer has approved the application, the permit is issued. At that time, a **permit fee** will be charged. This fee is separate from the fee already paid for the site inspection earlier in the process. **FEES are $110.00 for a sign less than 100 square feet and $180.00 for a sign greater than 100 square feet in size, plus a 30% plan review fee.** Electrical permits are typically $45.00.

UPON RECEIPT OF THE PERMIT, YOU ARE AUTHORIZED TO INSTALL THE SIGN(S).

INSPECTIONS REQUIRED

1. Freestanding signs may have posts anchored in footings and slabs. If that is the case, the applicant is required to obtain a footing inspection before pouring the slab. A **24 hour** inspection request notice is required.

2. Upon completion of the sign, the applicant is required to call the Community Development Department to schedule a final inspection. The inspection will consist of electric, structural and code compliance review. **All** signs must have a final inspection.

PENALTIES

Starting the installation of a sign prior to obtaining a permit will result in double permit fees and finishing the installation will cause the permit fees to be quadrupled.

VALIDITY

The permit is valid for a period of six (6) months from the date that the permit is issued. A final inspection must be obtained prior to the expiration of the permit. Failure to obtain the final inspection may result in the requirement to apply for another permit for the sign installation.

ADDITIONAL HELPFUL HINTS

1. If you contract with someone to install the sign, check with Community Development to confirm that the company or individual is properly licensed in the City of Clewiston;

2. Do not install any sign without the appropriate permit and inspection(s). Failure to do so could prove costly in terms of time and money;

3. When using the services of City offices, you should avoid visiting or calling the offices between 12:00 noon and 2:00 p.m. if possible. We are at half staff during those hours and may not be able to assist you as quickly as other times of the day.

TELEPHONE NUMBERS

Permitting, Contractor Licensing & Inspections:

Phone: (863) 983-1500
Fax: (863) 983-1430

Prepared By:
Community Development Department
121 Central Avenue
Clewiston, Florida 33440

DAT 01/11

CITY OF CLEWISTON
APPLICATION FOR SIGN PERMIT

Business Owner's Name: _____

Application is hereby made to: □ Erect □ Alter □ Repair □ Move

At: (address)_____

Block: _____ Lot(s): _____ Subdivision: _____

ZONING DISTRICT: _____

DESCRIPTION: □ Marquee □ Projection □ Ground □ Roof □ Wall □ Other
□ Non-Illuminated □ Illuminated
□ Single Face □ Double Face

MATERIAL: Face _____ Frame _____
Support _____ Panel Size _____

Total gross face area of sign _____ square feet Footing size _____

Lettering on face: _____

HEIGHT: Lower edge _____ Upper edge _____

I hereby agree that if this application is approved and a sign permit issued, I will comply with all the Building Code and Zoning standards pertaining to signs for the City of Clewiston, Florida.

_____ _____
Sign Contractor's Company Name License Number

_____ _____
Qualifier's Signature Phone Number

Sketch of Sign

Site Plan

PROPERTY OWNER'S CONSENT FORM

I, _____, property owner of _____

do hereby give _____ permission to do permitted work

at the above mentioned location.

Hendry County, State of Florida

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ ,who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

_____ Signature of Notary

_____ Notary's typed/printed name

_____ Commission Number

(Notary stamp)

_____
Property Owner's Signature

_____
Mailing Address

_____
Telephone Number

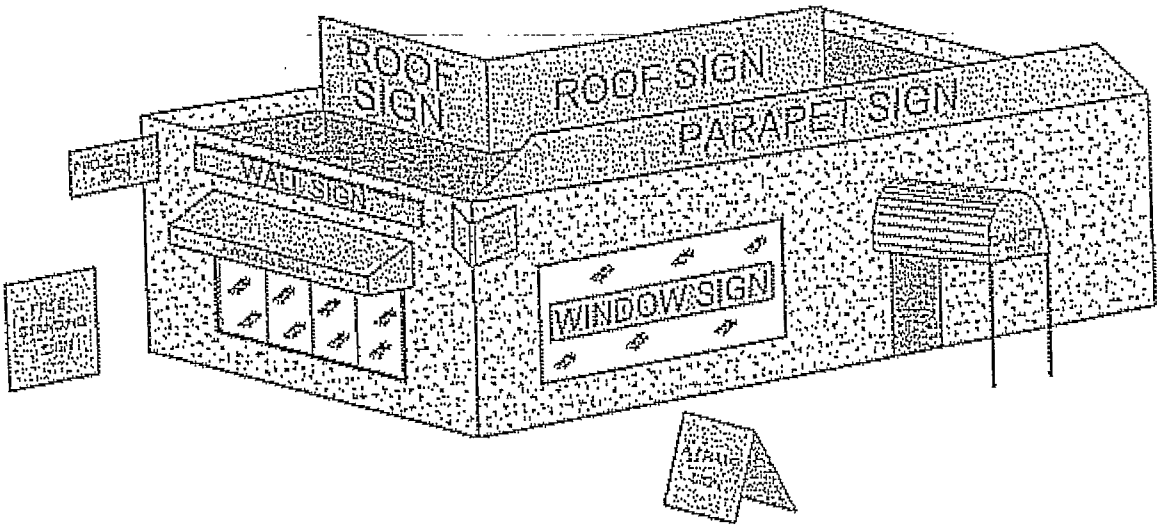


FIGURE 1
SIGN TYPES
PROPOSED SIGNAGE ORDINANCE
"CITY OF CLEWISTON"

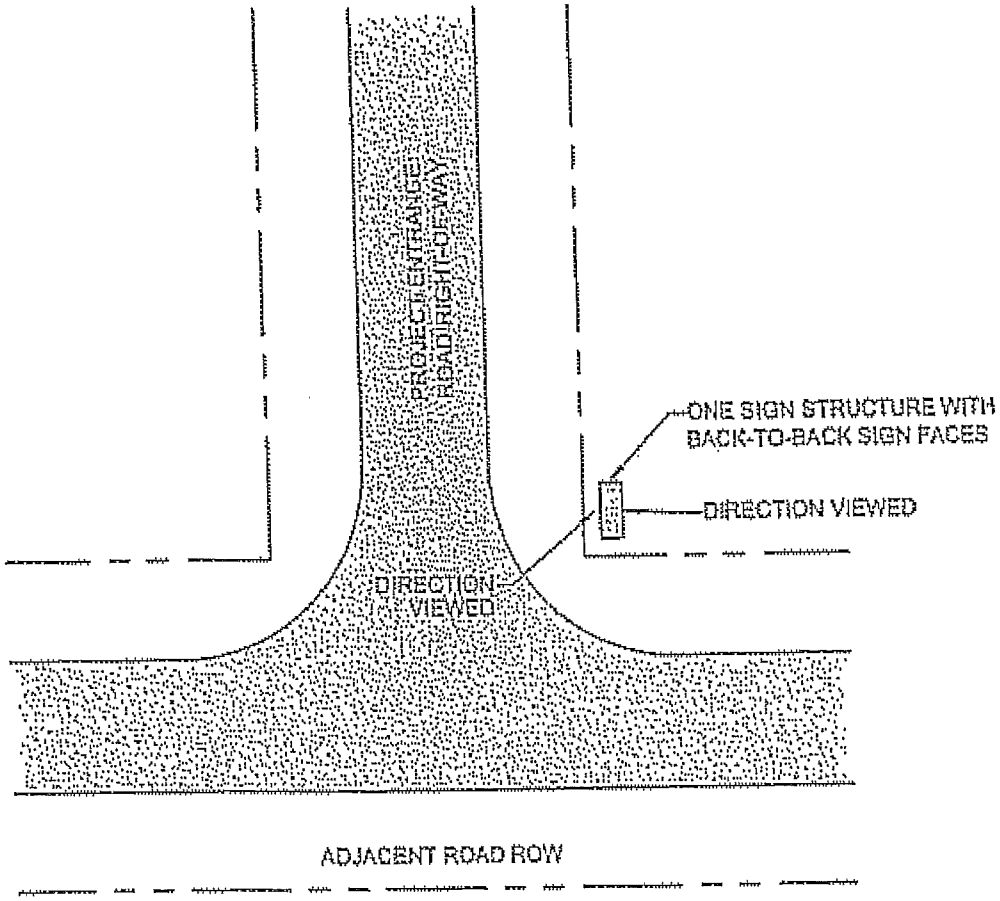


FIGURE 2
SINGLE SIGN
PROPOSED SIGNAGE ORDINANCE
"CITY OF CLEWISTON"

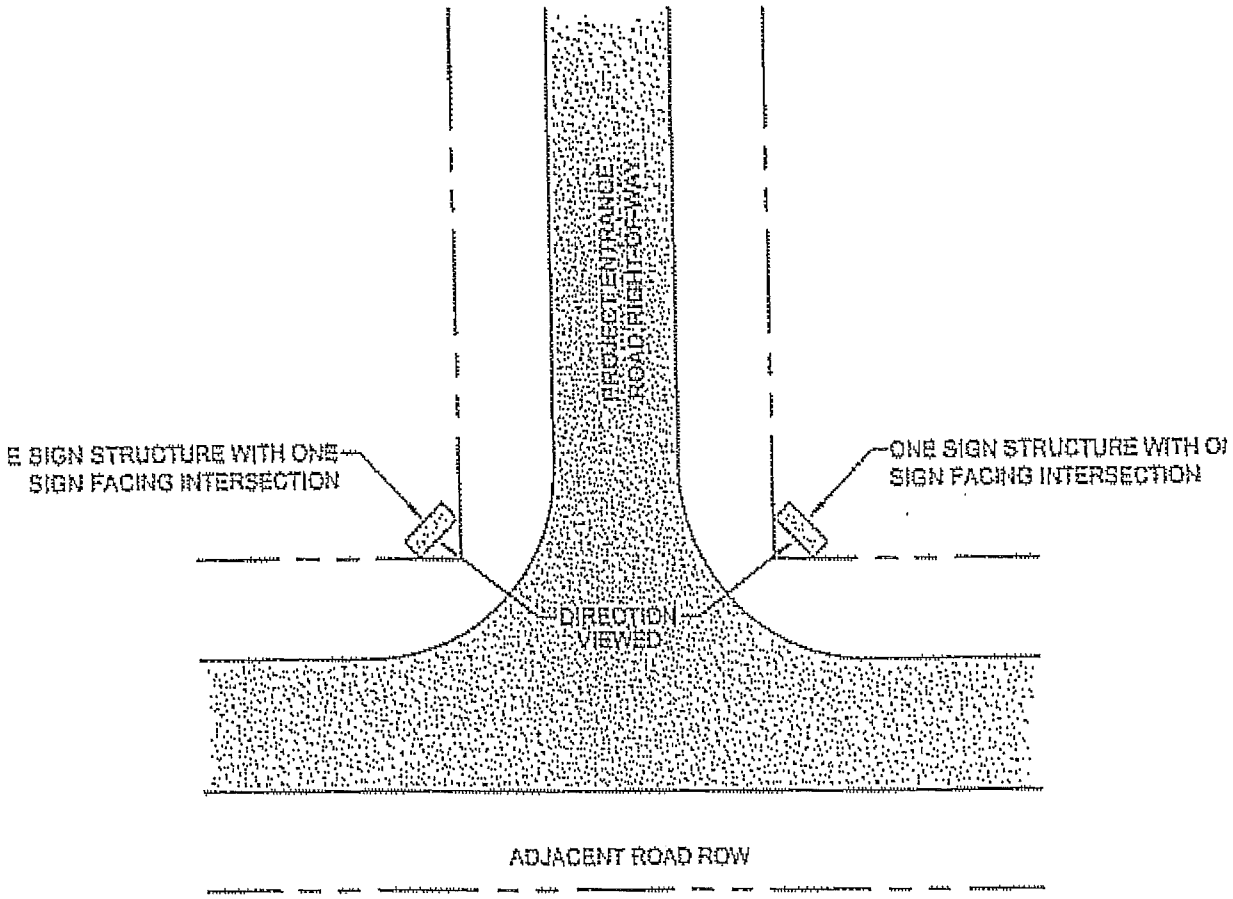


FIGURE 3
DUAL SIGN
PROPOSED SIGNAGE ORDINANCE
"CITY OF CLEWISTON"

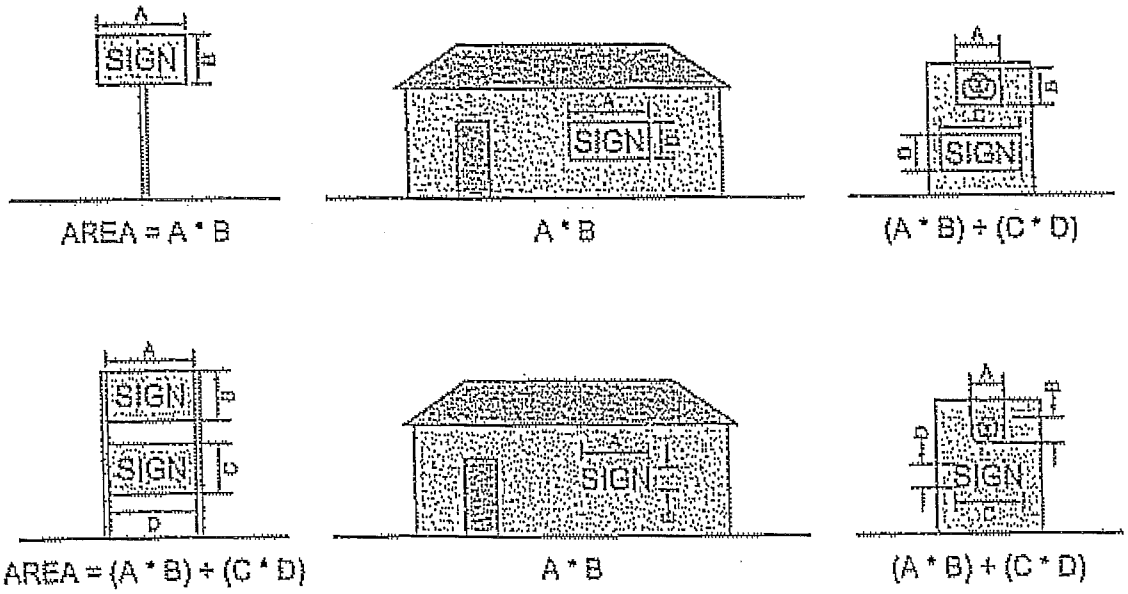


FIGURE 4
SIGN FACE AREA MEASUREMENTS
PROPOSED SIGNAGE ORDINANCE
"CITY OF CLEWISTON"

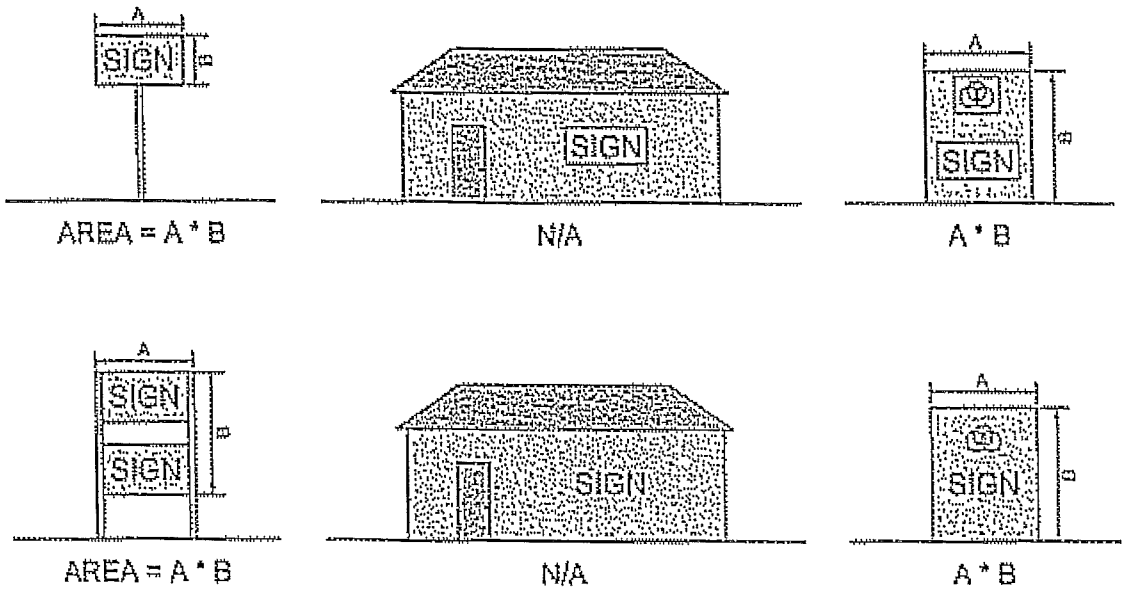
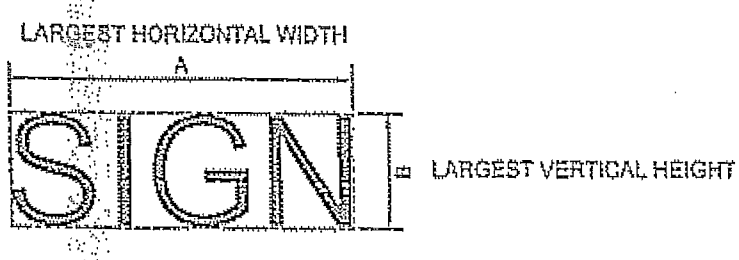


FIGURE 5
SIGN STRUCTURE AREA MEASUREMENTS
PROPOSED SIGNAGE ORDINANCE
"CITY OF CLEWISTON"



MEASUREMENT OF WALL SIGN AREA WHERE THERE IS NO DEFINED SIGN BACKGROUND

SIGN AREA = A * B

FIGURE 6
WALL SIGN MEASUREMENT
PROPOSED SIGNAGE ORDINANCE
"CITY OF LEWISTON"