

# CITY OF PUNTA GORDA SIGN PERMIT APPLICATION

		CODE	DATE:	PERMIT#:	
JOB ADDRESS:			UNIT #:	BUILDING #:	PHASE #:
BLOCK:	LOT:	SECTION:	SUBDIVISION:	PROJECT/CONDO NAME	
OWNER NAME:		MAILING ADDRESS	ZIP	PHONE	
CONTRACTOR'S BUSINESS NAME:		MAILING ADDRESS	ZIP	PHONE	
CONTRACTOR'S STATE REGISTRATION NO.:			CONTRACTOR'S CITY CERTIFICATE NO.:		
ARCHITECT:			ENGINEER:		
HISTORIC DISTRICT: Y or N (CIRCLE ONE)		USE OF BUILDING:		SIGN TYPE (WALL, GROUND, AWNING, ETC.)	
IF YES, A CERTIFICATE OF APPROPRIATENESS APPLICATION MUST ALSO BE SUBMITTED FOR HPAB APPROVAL. THIS IS A 30-45 DAY PROCESS		<input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> COMMERCIAL, DESCRIBE:			
ZONING DISTRICT	FLOOD ZONE	FLOOD ELEVATION		LOT TYPE	
SIGN LOCATION	SIGN MATERIAL	METHOD OF ATTACHMENT - SEE NOTICE BELOW:			
INCLUDE 2 SETS OF SIGNED/SEALED ENGINEERING DRAWINGS WHICH MEET CURRENT FLORIDA BUILDING CODES, IF GENERIC ENGINEERING IS NOT ON FILE, AND TWO (2) COMPLETE SETS OF DRAWINGS WHICH INCLUDE SIGN LOCATION, CONTENT SIZE, DIMENSIONS, SQ. FT., SIGN MATERIAL, AND METHOD OF ATTACHMENT. NOTE THAT ENGINEERING IS NOT REQUIRED FOR WINDOW/DOOR GRAPHIC OR HAND PAINTED SIGNS  APPLICATION MUST INCLUDE A LETTER OF AUTHORIZATION FROM PROPERTY OWNER AND/OR AUTHORIZED AGENT					
SQ. FOOTAGE CALCULATIONS WHEN REPLACING OR ADDING SIGNAGE: EXISTING SIGNAGE CALCULATION: _____ NEW SIGNAGE CALCULATION: _____					
DESCRIPTION OF WORK - MUST INCLUDE MEASUREMENT INDICATING THE LENGTH OF THE STRUCTURE, BUILDING AND/OR UNIT WHERE THE SIGN WILL BE PLACED:					
I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.  _____ DATE CONTRACTOR (QUALIFIER) SIGNATURE  _____ DATE SIGNATURE OF OWNER (IF OWNER/BUILDER)			VALUATION OF WORK: \$		
			PERMIT FEES:		
			ACCEPTED BY:		DATE
			PLANS CHECKED BY:		DATE
			APPROVED FOR ISSUANCE BUILDING:		DATE
			APPROVED ZONING:		DATE
APPROVED HISTORIC:		DATE			
FAILURE TO READ AND UNDERSTAND THE CONDITIONS AND GENERAL PROVISIONS, DOES NOT RELIEVE THE APPLICANT FROM HIS OBLIGATIONS AS STATED ABOVE. IF ANY CONDITION OR PROVISION IS NOT FULLY UNDERSTOOD, THE APPLICANT SHOULD REQUEST CLARIFICATION BEFORE SIGNING THIS APPLICATION. PERMIT BECOMES NULL & VOID IF WORK AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.					
PERMIT VALIDATION CK# _____ RECEIPT: _____ CASH: _____ DATE: _____					

**This permit is issued subject to the following:**

**SPECIAL PROVISIONS**

1. Applicant agrees to repair/replace to pre-permit conditions any public property/waterway or premises used or issued

**GENERAL PROVISIONS**

1. All work will be conducted in such a manner as to interfere as little as possible with public safety and convenience.
2. Both public and private property, and public waterways, of whatever nature, occupied or affected hereunder, will be maintained and preserved from injury during the operations and cleaned and restored to its original condition upon completion or cessation of the work
3. All work, equipment, and materials will be properly barricaded and lighted and a watchmen/flagman employed where necessary.
4. Permitted construction, when approved by a variance, or special exception approved by City Council, will be subject to time constraints and limitation imposed by the City Council.
5. A copy of the plans must be attached to the permit.
6. All work will be conducted in such a manner as to interfere as little as possible with public safety and convenience.
7. All suits, actions or claims of whatever nature which may arise, occasioned whether directly or indirectly by the work permitted or the special privileges granted hereunder, shall be assumed by the Applicant; and the City Council and all its officers, agents and employees, shall be indemnified and saved harmless therefrom.
8. The City Code of Compliance Division reserves the right to revoke this PERMIT without other formality than that of notifying Applicant of revocation.

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**City Code or Ordinance – Chapter 26 - Section 11.2. Rules of Interpretation**

**(a) Individual Sign Area.**

(1) *The area of any sign face shall be computed by means of the smallest single regular geometric form (parallelogram, triangle, circle, semi-circle or other regular geometric shape) that will encompass the extreme limits of the following including the blank areas between display elements:*

*a. Writing; b. Representation; c. Emblem, logo or other display; d. Any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed; e. All changeable copy area on a changeable copy sign.*

(2) *The area does not include:*

*a. Any supporting framework, base or bracing*

*b. Decorative fence or wall when such fence or wall otherwise meets the regulations of this Code and is clearly incidental to the display itself.*

(3) *For a single wall on a single-occupant building, or a single business name on a ground sign, all pieces of information or other graphic representations on that wall shall be measured as though part of one sign, encompassed within one regular geometric form, which may not exceed the maximum permitted sign area. A separate geometric form may be used for each entrance to the business that is open to the public. The area of all signs combined shall not exceed the total signage area permitted as defined herein.*

**(b) Multi-Faced Sign.**

(1) *Where the sign faces of a double-faced sign are parallel or the interior angle formed by the faces is 60 degrees or less, only one display face shall be measured in computing sign area.*

(2) *If the two faces of a double-faced sign are of unequal area, the area of the sign shall be the area of the larger face.*

(3) *In all other cases, the areas of all faces of a multi-faced sign shall be added together to compute the area of the sign.*

(4) *Sign area of multi-faced signs is calculated based on the principle that all sign elements that can be seen at one time or from one vantage point should be considered in measuring that side of the sign.*

**(c) Sign Height.**

(1) *The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign.*

(2) *Normal grade shall be construed to be the newly established grade after construction, exclusive of any filling, berming, mounding or excavating solely for the purpose of locating the sign.*

**(d) Building Frontage.**

(1) *Building frontage shall mean the horizontal length of a building on the side with its principal entrance.*

(2) *If that side is a straight wall, then the building frontage shall be the length of the wall.*

(3) *If the side is not a straight wall, the building frontage shall be the horizontal distance from the corner at one end of the side of the building with the principal entrance to the other corner on the same side of the building.*

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**(g) Permits Required.**

*It shall be unlawful to erect, construct, alter, change the sign face, sign display or sign structure of any type or classification of a sign in the City of Punta Gorda without first obtaining a sign permit issued by the Zoning Division indicating compliance with the provisions and regulations of this Chapter unless specifically exempted herein.*

**(h) Sign Placement.**

*No sign of any type or classification including exempt signs, shall be erected, altered or maintained in such location or position as to present any unfinished side toward adjacent property or within view from the public right-of-way.*

**(i) Visibility Triangle.**

*Signs shall not be placed in such a manner that the sign or any portion of the sign structure obstructs visibility at street intersections, drives and driveways. Any sign in violation of this section shall be removed by the property owner within three (3) days of receiving notification from the Zoning Official or his/her designee.*

**(j) Sign Design.**

*All permanent signage permitted herein must be designed to be architecturally compatible with the building design on the site.*