

INDIAN RIVER COUNTY
SIGN PERMIT APPLICATION

Community Development Department
1801 27th Street
BUILDING A
Vero Beach, Florida 32960
(772) 567-8000 Ext 1517

DIRECTIONS - READ THE APPLICATION THOROUGHLY. Supply all applicable information including signatures, or the application **WILL NOT** be processed. Return completed to the Community Development Department.

ATTACH THREE (3) COPIES OF SCALED DRAWING INDICATING THE FOLLOWING:

- (1) **Proposed location of the sign on the subject property, including the position of the sign in relation to lot lines, nearby buildings or structures, sidewalks, right-of-ways, easements, and intersections.**
- (2) **Dimensions and area of sign and copy. Sign colors shall be specified to assure the sign does not replicate features of public safety signs or otherwise unduly distract motorists.**
- (3) **CONSTRUCTION DRAWINGS, indicating structural specifications for material to be used, structural components, and method of installation. The specifications shall show dimensions, elevations, means of support, method of illumination and any other significant aspect of the proposed sign required to demonstrate compliance with the sign ordinance and the Standard Building Code. A foundation survey shall be submitted for all permanent freestanding signs.**

CONTRACTOR'S NAME

CONTRACTOR'S ADDRESS, TELEPHONE NUMBER, LICENSE NUMBER

SIGN LOCATION ADDRESS

SIGN LOCATION LEGAL DESCRIPTION (lot, block, subdivision, parcel number)

PROPERTY OWNER NAME, ADDRESS, TELEPHONE NUMBER

ESTIMATED SIGN VALUE: Facade: \$ _____ Freestanding: \$ _____

LIST ALL PRESENTLY EXISTING SIGNAGE BY PERMIT NUMBER OR SIZE -
Size: _____ I.R.C. Permit Number: _____

PROPOSED SIGNAGE:
Color: _____ Dimension (hgt. x wdth): _____
Location in Relation to Building/Placement: _____ Letter/Background: _____

If freestanding sign, list total setback from front, side and rear property lines: _____

If facade (wall) sign, list side(s) and dimensions of building facade(s) where sign(s) are/is to be placed: _____

If illuminated, number of ballasts: _____

MESSAGE ON SIGN(S) _____

Signature and telephone number of person authorizing placement of sign:
Name: _____ Telephone: _____ Date: _____

Any false statement, concealment or misrepresentation in this application or plans, intentional or unintentional, shall be grounds for revocation hereby the County.

**INDIAN RIVER COUNTY
SIGN PERMIT APPLICATION PROCEDURES**

1. BUILDING PERMITS FOR SIGNS

Sign building permits are issued to licensed sign installation contractors, general contractors, or the owners of the property when such owner is utilizing the entire property for his/her own use.

In addition to the administrative zoning permit, a building permit is required to assure compliance with the Standard Building Code, and National Electrical Code. Upon receiving zoning approval, the applicant is to obtain a sign permit from the Building Department, located on the first floor of the County Administration Building. No footings for a freestanding sign shall be poured until structural components have been approved by the Building Department.

2. SIGN PERMIT APPLICATION AND SIGN ORDINANCE AVAILABILITY

Sign permit applications may be obtained from the Indian River County Planning and Development Division, located on the second floor of the County Administration Building, 1840 25th Street, Vero Beach, Florida. Within the department, applications are available at the front receptionist's desk; also available are copies of the sign ordinance, which can be purchased for a \$1.00 fee. Application for a County sign permit does not preclude application to the State of Florida for erection of signs on all applicable State Right-Of-Way areas.

3. SUBMITTAL AND PROCESSING OF COMPLETED PERMIT APPLICATION

Completed permit applications may be submitted to the receptionist for the Planning and Development Division, or submitted directly to Code Enforcement staff.

Code Enforcement staff shall review each permit application to assure that it complies with the sign ordinance. If the application is found to be incomplete or otherwise inconsistent with the sign ordinance, the application shall be notified within five (5) working days from the date received. Applications found to be consistent with the sign ordinance shall receive an administrative zoning permit and shall subsequently be reviewed for compliance with the Standard Building Code.

4. PERMIT APPLICATION INFORMATIONAL REQUIREMENTS

- (a) Sign location address and legal description (ie; Lot, Block, Subdivision).
- (b) Description of presently existing signage and location on the property.
- (c) Description of proposed signage and specific location on the property (three (3) copies of scaled drawings are required as specified on the permit applications).
- (d) Signature of applicant and property owner authorizing placement of signage.

5. DETERMINATION OF SIGNAGE DIMENSIONAL REQUIREMENTS

Signage size and number of allowances are determined in accordance with criteria set forth in the sign ordinance. Generally, freestanding sign dimensional requirements are dependent on adjacent roadway characteristics (number of lanes, maximum speed limit). Facade (wall) sign size requirements are determined as percentage of total wall surface area. Code Enforcement and Planning staff are available to answer any questions that may arise in interpreting ordinance requirements.

6. SIGN PERMIT FEE

A fee is charged for each administrative zoning permit and sign building permit. For specific information regarding fees, contact the Code Enforcement staff of the Planning and Development Division.