



CITY OF CRESTVIEW

GROWTH MANAGEMENT DEPARTMENT

Building Permits & Inspections

P. O. Drawer 1209, Crestview, Florida 32536
Phone (850) 689-1618/1619 Fax (850) 689-4575

SIGN PERMIT APPLICATION REQUIREMENTS

GENERAL REQUIREMENTS

All Signs

1. Completed Sign Permit Application Forms (See checklist)
2. Signs must comply with Article XVI of the Crestview Land Development Code.
3. 2 sets of Engineered Plans*, Signed and Sealed to include:
 - Plans to comply with Section 3107 of the Florida Building Code
 - Wind load to comply with Chapter 16 of the Florida Building Code
 - Electrical Signs to meet the current Edition of the National Electrical Code.
 - Fully dimensioned, to-scale, plan for all proposed sign(s).

*Building or ground signs that are painted or vinyl lettered that are 32 square feet or less are not required to be designed by a licensed engineer. All other signs shall be designed for the applicable wind loads and signed and sealed by a licensed engineer.

SPECIFIC REQUIREMENTS

Building Signs

1. Building elevation dimensioned, to-scale, with proposed sign location(s).
2. Structural details showing anchoring requirements for the applicable wind loads and sign construction details.
3. If sign is electrical include plans to provide specific electrical details, disconnect location, conductor sizes, and amperage of sign.

Ground Signs

1. Site plan dimensioned, to-scale, showing proposed location of sign, road frontage measurements, and all other existing sign locations.
2. Structural details showing footing requirements for the applicable wind load, construction details of sign.
3. If sign is electrical, include plans to provide specific electrical details, disconnect location, conductor sizes, and amperage of sign.

Subdivision Signs (Maximum 32 square feet of sign face)

1. Site plan dimensioned, to-scale, showing proposed location of sign(s).
2. Structural details showing footing requirements for the applicable wind load, and the construction details of the sign.
3. If sign is electrical, include plans to provide specific electrical details, disconnect location, conductor sizes, and amperage of sign.

Awnings (With or without Signage)

1. Building elevation dimensioned, to-scale, with proposed awning location(s).
2. Wind load and fastening details to comply with Section 3105 of the Florida Building Code.