



**Town of Longboat Key
Planning, Zoning and Building Department**

501 Bay Isles Road
Longboat Key, Florida 34228
941-316-1966
941-316-1970 FAX

**BUILDING PERMIT REVIEW CHECKLIST
FOR SIGNS**

Any application for Building Permit approval shall be signed and submitted by the Applicant on a form provided by the Town, and in addition shall include at least the following information, unless the Town determines that one or more of the following elements do not apply to the particular application.

This checklist outlines requirements for: Signs, Monument Sign, and Wall Sign

Application for Building Permit Approval for Signs, Monument Signs, and Wall Signs must include submission of the following:

- A completed Building Permit Application **Attached** ____ **N/A** ____
- A site plan showing the location of the proposed work **Attached** ____ **N/A** ____
- The cover sheet of your submitted plans is required to include the following items:
 - The zoning district where the sign is proposed to be located
 - The Florida Building Code (FBC) 2023 Design Criteria
 - Wind Load 150 MPH Risk Factor II
 - Exposure Category D
 - Contractor's Name (Qualifier), including: Contractor's License Number; Company Name (dba); Contractor's Address; Contractor's Phone Number; Contractor's Email; the Owner's Name; and, the Job Site Address
- For a monument sign, a land survey and proposed site plan are required and shall include setbacks from property lines and any required Visibility Triangle(s) on the property **Attached** ____ **N/A** ____
- Engineered plans for monument signs, or wall signs, are required with your submittal unless this requirement is waived by the Building Official **Attached** ____ **N/A** ____
- An Electrical Contractor is required if the proposed signage is illuminated with new electrical **Attached** ____ **N/A** ____

Please refer to Town Code Chapter 156, Sign Code, for further information on restrictions.