



**HILLSBOROUGH COUNTY BUILDING SERVICES DIVISION  
SIGN PERMIT APPLICATION – PAGE 2 OF 2**

**APPLICANT IS REQUIRED TO PROVIDE THE FOLLOWING INFORMATION WHEN APPLYING  
FOR A SIGN PERMIT, PURSUANT TO LAND DEVELOPMENT CODE SECTION 7.07.00**

	Property owner’s name, address, telephone number, and tax folio number of the property where the sign will be located.
	A notarized affidavit from the property owner authorizing the contractor/applicant to secure and install a sign on the property.
	Name, address, telephone number, and license number of the contractor.
	A fully dimensioned and scaled site plan showing the lot frontage, building frontage, parking areas and location of all existing and proposed signs. Ground signs shown on the site plan must show the distance from the right-of-way and edge of pavement. Building signs will also require an elevation drawing of the building showing sign placement.
	Sign plans shall include a fully dimensioned and scaled elevation drawing of any proposed ground or building signs showing sign type, height, and structure and sign area.
	Ground and Building signs shall have plans sealed by a Florida Registered Professional Engineer with the address, telephone number, and registration number of the engineer on the plans. The engineer will need to show wind load calculations and footer details as required by the County’s adopted Building Code.
	If the sign is to be electrically lighted, additional information regarding the Testing Laboratory or the ETL# will need to be shown on the sign plans and an electrical permit will be required for each sign.
	The applicant has met all applicable Flood Damage Control regulations, and any required certifications, pursuant to the County’s participation with the National Flood Insurance Program.

**NOTE: If a project is located in a planned development or overlay district, sign requirements may be more restrictive.**