



## GENERAL SIGN PERMIT CHECKLIST

- ☐ Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- ☐ Complete Application: Incomplete applications cannot be accepted.
- ☐ Proof of Ownership: Warranty Deed or property appraiser's information from [www.bcpa.net](http://www.bcpa.net)
- ☐ Owner's Authorization Affidavit: If owned by a corporation an authorized agent registered with the State of Florida as listed on [www.sunbiz.org](http://www.sunbiz.org) must be the person that signs and the record from [www.sunbiz.org](http://www.sunbiz.org) must be provided. If the person signing is not listed as an authorized agent, then a corporate resolution showing that person is authorized to sign on behalf of the corporation may be provided.
- ☐ Sign Plan:
  - A drawing to scale showing the design of the sign, including dimensions, size, material, method of attachment, source of illumination, and relationship to any building or structure to which it is, or is proposed to be installed or affixed, or to which it relates.
  - A fully dimensioned lot plan (or site plan), to scale, indicating the location of the sign relative to property lines, rights-of-way, streets, easements, sidewalks and other buildings or structures on the premises.
  - Number, size and location of all existing signs on the same building, lot or premises.
  - Sign copy.
  - Maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi. Hand drawings can only be accepted if they are professionally drafted.



## GENERAL SIGN PERMIT APPLICATION

Business Name: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Subject Folio Number(s): \_\_\_\_\_

Type of Sign(s): \_\_\_\_\_

### DISPLAY PERIOD (TEMPORARY SIGNS)

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### AUTHORIZED AGENT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### APPLICANT INFORMATION (IF DIFFERENT THAN THE PROPERTY OWNER)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



## OWNER'S AUTHORIZATION AFFIDAVIT

I hereby certify that I am the owner or authorized agent of the property located at

\_\_\_\_\_

being the subject property for this General Sign Permit application, and I hereby grant authorization to

\_\_\_\_\_ to file an application with the City of Margate for approval of the same.

\_\_\_\_\_  
Print owner's or authorized agent's name

\_\_\_\_\_  
Signature of owner or authorized agent

Owner/Agent Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Owner/Agent Address: \_\_\_\_\_

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ (year), by \_\_\_\_\_ (print name of person making statement).

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced: \_\_\_\_\_