



1965 S. State Road 7  
West Park, FL 33023  
Tel: 954-989-2676 / Fax: 954-989-2684

## City of West Park Permit Requirements - Signs

Permitting for West Park is done in two steps. First is City zoning approval, then submittal to City of West Park's Building Code Services for review, approval, and issuance of your Building Permit.

### Zoning and Structural Requirements for a Sign

- City of West Park Permit Application (signed and notarized)
- Two copies of depictions of sign location (building elevations)
- Two set of plans for the sign and the site plans showing dimensioned location of the installation and dimensioning of the sign and all of its contents.
  - ⌚ Overall square footage of sign
  - ⌚ Overall square footage of building frontage
  - ⌚ Individual letter heights
  - ⌚ Typeface, font, or letter style
  - ⌚ Letter color
  - ⌚ Illumination color
  - ⌚ Sign type – channel or reverse channel
- Compliance to code/engineered design compliant to FBC, 2004 HVHZ must be included with the plans.
- Structural plan sealed to verify compliance with the FBC chapter 16.
- Cost Estimate
- Approval letter from property manager
- Check made payable to City of West Park for \$150.00

Listed below are the permit submittal requirements for a **monument sign**:

- City of West Park Zoning Permit Application (signed and notarized)
- Copy of location map indicating proposed sign site and indicating clear sight triangle
- Site plan showing setbacks
- Two set of plans for the sign and the site plans showing dimensioned location of the installation and dimensioning of the sign and all of its contents
  - ⌚ Overall square footage
  - ⌚ Individual letter heights
  - ⌚ Typeface, font, or letter style
  - ⌚ Letter color
  - ⌚ Illumination color and location
- Compliance to code/engineered design compliant to FBC, 2004 HVHZ must be included with the plans.
- Cost Estimate
- Approval letter from property manager
- Check made payable to City of West Park for \$150.00 for Zoning

All items listed above must be submitted to the **City of West Park's Building Department, 1965 South State Road 7, West Park, FL 33023** for zoning approval.