



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR SIGN PERMIT APPLICATION

PERMIT APPLICATION –

- Property address
- Owner's name and contact information
- Contractor's name and contact information
- Qualifier's name and contact information
- Proof of ownership (MCPAO property record card or deed)
- Job valuation (including all overhead, labor, and cost of materials)
- Lineal footage of proposed fencing
- Detailed description of the scope of work, including sign type, size, design, location, and height

REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –

- Site plan depicting proposed location and setbacks of sign
- Sectional drawing
- Description of existing signs for the applicable business and location on the property
- Photographs of proposed sign location
- Rendering of neon or halo effect sign at night, as applicable
- Illumination method, as applicable
- Clearance from sidewalk, as applicable

APPLICABLE LOCAL PROVISIONS –

- Land Development Regulations – [Chapter 114](#)

NOTES –

- Any signage over City right-of-way will require a revocable license prior to issuance of a building permit
- A licensed electrician must apply for an electrical sign permit
- A recorded Notice of Commencement (NOC) is required for projects valued at \$5,000 or more prior to scheduling the first inspection

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process.