



CITY OF ANNA MARIA BUILDING DEPARTMENT

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SIGN PERMIT PACKAGE

1. **SIGN PERMIT APPLICATION** - The applications must be completed and signed by the owner of the property or submission of the **CONTRACTOR/AGENT AUTHORIZATION FORM** with owner authorizing the contractor or agent to sign for and obtain the Sign Permit.
2. **CONSTRUCTION DRAWINGS** - Color rendering of the sign copy and drawings showing the dimension, construction supports, sizes, foundation, electrical wiring and components, and materials of the sign and method of attachment and character of structural members to which attachment is to be made. The design, quality, materials and loading shall conform to the requirements of all applicable building provisions and codes. Application for a free standing signs shall require plans submitted Florida Licensed Structural Engineer.

City of Anna Maria Sec. 98-69. Supporting structures for freestanding signs.

All freestanding sign structures or poles shall be self-supporting structures erected on and permanently attached to concrete foundations. Foundations shall be designed to carry the weight and wind load of the sign in the soil in which the foundation is placed. Such structures or poles shall be fabricated only from painted or galvanized steel or such other materials as may provide equal strength.

Florida Building Code Chapter 16 - The design, quality, materials and loading shall conform to the requirements of all Florida Building Code (FBC) section 3108 for a ground sign. Engineering data shall be supplied on plans and submitted certified by a duly licensed structural engineer showing compliance with FBC section 1606 and 1609.

3. **SITE PLAN** - Clear and legible plan or survey showing the location of the sign on the building or for free standing, indicating the proper sideline setbacks from the property line in conformance with City of Anna Maria Zoning Ordinance.
4. **ELETRICAL WIRING** – **City of Anna Maria Sec. 98-68.** Signs shall be located not less than eight feet horizontally or 13 feet vertically from overhead electrical conductors which are energized in excess of 750 volts. Signs located in the vicinity of electrical conductors energized with less than 750 volts shall maintain horizontal or vertical clearances from all overhead electrical conductors in accordance with the specifications of the electrical code. However, in no case shall a sign be installed closer than 36 inches horizontally or vertically from any electrical conductor or public utility guy wire.

CITY OF ANNA MARIA

CHAPTER 98
ARTICLE III. REGULATIONS

Sec. 98-61. Real estate signs.

- (a) *Open house signs.* One real estate open house sign not exceeding five square feet in area may be placed on each property or premises being so advertised. Such signs shall be posted only during such open house, and for no more than 72 hours.
- (b) *Sold signs.* Sold signs may be erected by brokers on any real property which has been sold by a broker, provided that the signs are removed no more than 60 days after posting.
- (c) *Display by owner.* Real estate signs advertising the property for sale, lease or rent, open house signs or sold signs may be erected or displayed on the owner's property.

Sec. 98-62. On-site business signs.

The following specifications shall apply to on-premises signs or on-site signs relating to business operations conducted on the same premises where the signs are located, including without limitation signs erected in C-1 and ROR zoned premises relating to the sale, rental or lease or rooms, homes, apartments, cooperative units, condominium units, motel accommodations or other such similar residential uses:

- (1) Each separate legal existing commercial use shall be permitted a single sign. Such sign shall have an area not exceeding an overall outside dimension of 16 square feet, plus a three-inch frame.
- (2) No sign or sign structure, or part thereof, shall exceed 12 feet in height above the ground, or the roofline of the building, whichever is lower, or exceed five feet in width.
- (3) On a parcel of property that contains two or more separate business entities, such entities shall have the following options regarding erection of signs:
 - a. Each business may erect a single sign; or
 - b. Each business may erect a single sign and there may be one directory sign for the entire parcel of property, which may be used by the individual businesses. The aggregate area of these combinations shall not exceed 16 square feet overall outside dimension. All such signs, or combinations thereof, shall comply with the provisions of this section.
- (4) Any freestanding sign on the premises which is not attached to the building must be limited in size to an area of 16 square feet in dimension plus a three-inch frame.

Sec. 98-63. Off-site or directional signs.

The following specifications shall apply to off-premises signs or off-site signs, or directional signs:

- (1) Both the design and location of such signs must be approved by the planning and zoning board, which shall examine the application for the sign permit and materials accompanying each application to determine whether the proposed sign complies with the purposes and requirements of this chapter. Then the planning and zoning board shall forward its recommendations for the granting or denial of each such application for permit to the city commission for its decision.
- (2) The maximum area of an off-site sign or directional sign shall not exceed four square feet. Such signs may be erected only on premises zoned C-1 or ROR.
- (3) There shall be no more than one off-site sign or directional sign.

Sec. 98-64. Building face or wall signs.

Signs on a building face or wall shall not be painted wall signs, but must be put on some other waterproof surface separate from the building and then fastened to the building face or wall in accordance with all other applicable provisions of this chapter.

Sec. 98-65. Compliance with building regulations.

All signs shall comply with the appropriate detailed provisions of the city building codes and ordinances and code provisions relating to design, structural members and connections. Signs shall also comply with the provisions of the electrical code and the additional construction standards set forth in this chapter.

Sec. 98-66. Obstruction of exits.

No sign shall be erected, constructed or maintained so as to obstruct any fire escape, required exit, window or door opening used as a means of egress.

Sec. 98-67. Obstruction of ventilation.

No sign shall be attached in any form, shape or manner which will interfere with any opening required for ventilation, except that such signs may be erected in front of and may cover transom windows when not in violation of the provisions of the building or fire prevention code or provisions of this Code.

Sec. 98-68. Clearance from power lines and utility guy wires.

Signs shall be located not less than eight feet horizontally or 13 feet vertically from overhead electrical conductors which are energized in excess of 750 volts. Signs located in the vicinity of electrical conductors energized with less than 750 volts shall maintain horizontal or vertical clearances from all overhead electrical conductors in accordance with the specifications of the electrical code. However, in no case shall a sign be installed closer than 36 inches horizontally or vertically from any electrical conductor or public utility guy wire.

Sec. 98-69. Supporting structures for freestanding signs.

All freestanding sign structures or poles shall be self-supporting structures erected on and permanently attached to concrete foundations. Foundations shall be designed to carry the weight and wind load of the sign in the soil in which the foundation is placed. Such structures or poles shall be fabricated only from painted or galvanized steel or such other materials as may provide equal strength.

Sec. 98-70. Electric signs.

All electric signs shall conform to the standards of the electrical code. The full number of illuminating elements thereof shall be kept in safe and working condition, or immediately repaired or replaced if faulty. Signs that are only partially illuminated shall meet all electrical requirements for that portion directly illuminated. All electric signs shall have a disconnect switch located in accordance with the provisions of the building code.

Sec. 98-71. Anchoring.

Signs shall be anchored to prevent any lateral movement that would cause wear on supporting members or connections. No sign shall be suspended by chains or other devices that will allow the sign to swing due to wind action, unless specifically designed by means of bearings or other methods approved to allow for movement.