
Town of Lady Lake
Building Department
409 Fennell Blvd.
Lady Lake, FL 32159
Phone (352) 751-1574 Fax (352) 751-1547

Sign Permit Requirements

A sign permit is required prior to putting up a sign, changing the face of a sign, or the location of the sign. The following conditions apply to sign permits:

1. The applicant must complete a Sign Permit Application along with providing the alternate key number for the property.
2. Copy of the contract
3. A site plan is required showing where the sign is located at on the property
4. A sketch of the structure is required showing what the sign will say and its dimensions.
5. Written consent of the owner of the property that the sign can be changed or constructed on the property.
6. Visibility Triangle (If required).



**TOWN OF LADY LAKE
SIGN PERMIT APPLICATION**

Date: _____ Alternate Key Number: _____

Property Owner's Name: _____

Mailing Address: _____

Telephone Number: _____

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____ Federal ID Number: _____

Applicant is: Owner Agent Lessee Purchaser Optionee

Name of Business: _____

Business Location: _____

Type of sign: Monument Pole Wall Window Roof Awning Other _____

Dimensions of Sign: _____ Total Square Footage _____

If more than one sign: _____ Number of Sides _____

Lineal Footage of Property _____ Lineal Footage of Building _____

Distance from Road Right(s)-of-way: _____ Setbacks: F _____ S _____ R _____

Distance from Power Lines: _____ / _____

Vertical

Horizontal

Is the sign on the corner of the lot? _____ If so, what is the visibility triangle: _____

Type of Construction Used for the sign: _____

How will the sign be braced or mounted? _____

Are there existing signs on the property? Yes No

If yes: Size: _____ Type: _____

Size: _____ Type: _____

Size: _____ Type: _____

Size: _____ Type: _____

Size: _____ Type: _____

Will sign be lighted? _____ Construction Value: _____

This application must be accompanied by a drawing of the proposed sign showing the location, height, size and stress/wind load and distance from property lines and from other signs where applicable. A site plan showing the location of the proposed sign and any existing sign(s) on the property along with the distances from property lines and the existing sign(s) must also be submitted. Upon review of this application, the Building Official may determine that a building permit is required (in addition to the sign permit) prior to the placement of the sign.

Regarding Sign Permit Fees. Sign permit applications are subject to building permit fees established by Town of Lady Lake Resolution 2005-108. The sign permit fee includes electrical, inspection, and building permit fees. A building permit is required if a sign has a foundation. Moreover, building permit fees will apply to freestanding, ground, and/or monument signs to cover fees associated with footers and construction. The sign permit fee does not include plan review fees for signed and sealed engineering drawings; which are fees charged separately to all sign permits. Also, applications for billboard permits are also subject to a separate annual fee.

Application is hereby made for a permit to place an advertising sign on the described property. I/We hereby certify that I/We will comply with the above specifications and conditions in accordance with Chapter 17 (Sign Regulations) of the Land Development Regulations of the Town Of Lady Lake, Florida.

Signature of Applicant

Building Department Use:

Date Application Received _____

Does the Proposed Sign Comply with the Sign Regulations? Yes No

Sign Permit Fee Paid \$ _____ Cash Check

Permitting Technician Signature _____

Building Permit Number Issued (if applicable)

Inspected By _____ Approved Denied Date _____

Zoning Department Use:

Zoning District _____

Is the proposed Sign Permitted in this Zoning District? Yes No

Zoning Administration Signature _____ Date _____