



City of Madeira Beach  
BUILDING DEPARTMENT  
300 Municipal Drive  
Madeira Beach, FL 33708  
PH: 727-391-9951 ext. 284 - Buildingdept@madeirabeachfl.gov

## SIGN INSTALLATION CHECKLIST

Permit application submittal must include the following:

- \_\_\_ **Permit Application** fully completed, (including Property Owner(s) name, phone number and email address);
- \_\_\_ **Site Plan / Drawings** –
  - \_\_\_ 2 sets showing lot frontage and location of sign(s) from the property lines, building and all other existing signs on the property;
  - \_\_\_ 2 sets of signed and sealed drawings, including electrical if applicable. Also include colored renditions of the sign(s), as well as all dimensions of the sign area and sign structures. Must meet wind zone D;
- \_\_\_ **Current Sealed Boundary & Improvements Survey** – In the original size, showing all existing dimensions and improvements on the site;
- \_\_\_ **Permit Application Fee**, 25%, non-refundable, due at time of permit application submittal.

***Please initial each item on this checklist to confirm that it is included with your permit application package. Include this checklist with your permit application submittal.***

***Permit applications maybe submitted via email to  
buildingdept@madeirabeachfl.gov***

DISCLAIMER: According to Florida Statutes, Chapter 119, it is the policy of this state that all state, county and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency. All documents and information not specified in F.S. 119.071 and 119.0713 are subject to public records requests.