



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**SIGN PERMIT APPLICATION**

Questions: (239) 574-0553 or [zoning@capecoral.net](mailto:zoning@capecoral.net)

**SIGN PERMIT APPLICATION**

**SIGN APPLICATION CHECKLIST**

**Incomplete applications WILL NOT be accepted.**  
**Business owners MUST apply for a Certificate of Zoning Compliance PRIOR to the submission of a sign permit.**  
**The permit submission, as well as, the installation shall be the responsibility of a licensed sign contractor.**

- Detailed site plan showing lot frontage, streets, alleys (freestanding signs)
- Building Elevations for all other signs
- Attachment detail showing installation methods
- Lettering/pictorial matter composing sign with dimensions and location on building
- Notice of Commencement (NOC) if over \$2500 (must be certified, notarized, and recorded with County) – If not certified then an Affidavit of Filing Notice of Commencement must be included
- If EMC, proof of manufacturer’s specifications showing brightness levels above ambient light
- Owner’s Affidavit (See page 4) **OR** a notarized authorization letter from the property owner

The City’s sign regulations can be found on the City of Cape Coral Municode Code link below:  
[https://library.municode.com/fl/cape\\_coral/codes/code\\_of\\_ordinances?nodeId=ART7SI\\_CH2AD\\_S7.2.5MATOSIARPES](https://library.municode.com/fl/cape_coral/codes/code_of_ordinances?nodeId=ART7SI_CH2AD_S7.2.5MATOSIARPES)

Sign application may be submitted by the following:

- Email:** zoning@capecoral.net
- In Person:** Planning Division – Zoning Counter at City Hall  
Physical Address: 1015 Cultural Park Blvd, Cape Coral, FL 33990
- Mailing Address:** City of Cape Coral Attn: Planning Division, PO Box 150027, Cape Coral, FL 33915-0027

Please be advised that it is the responsibility of the applicant to advise the City Clerk’s Office of any information on the application form that is exempt from public disclosure or confidential pursuant to state or federal law. Applicant must provide the City Clerk with information that is sufficient for the Clerk to determine whether the information is confidential or entitled to be exempt from disclosure.

The City of Cape Coral, its officers, employees, or agents are not liable for any unauthorized release of exempt or confidential information regarding any applicant.



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
SIGN PERMIT APPLICATION**

Questions: (239)574-0553 or [zoning@capecoral.net](mailto:zoning@capecoral.net)

**YELLOW AREA FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Permit # \_\_\_\_\_

Sticker # \_\_\_\_\_ Fee \_\_\_\_\_

Zoning \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Strap \_\_\_\_\_

**FEE: \$55.00 plus .55 per square foot. In addition to the application fee, all required building permit costs (if applicable) are to be paid by the applicant. This application is VOID 6 months from the application date. Inspections can be requested by using the ETRAKIT online system at <https://etrakit.capecoral.net/etrakit3/> or by calling (239) 574-0550.**

GENERAL INFORMATION				
Property Owner Name _____				
Property Owner Phone # _____		Property Owner E-Mail _____		
Business Name _____			Zoning Compliance # _____	
Project Name _____		Sign Valuation _____		
Business Address _____			Business Phone # _____	
Business Email _____				
Contractor's Firm Name _____		Qualifier _____		
Contractor's Address _____		CC License # _____		
Contractor's Phone # _____		Email _____		
FREESTANDING SIGNS				
New Sign <input type="checkbox"/> Yes <input type="checkbox"/> No      Existing Face Change <input type="checkbox"/> Yes <input type="checkbox"/> No				
Sign Dimensions: Width (Inches) _____ x Height (Inches) _____ = Total Sq. Ft. _____				
Is property located on a 2 <sup>nd</sup> platted Street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, does a 2 <sup>nd</sup> freestanding sign exist?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, include Sq. Ft. _____
Is the sign a Development Identification Sign?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the sign have a Foundation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Permit # _____
Total Height from Grade _____	Linear Street Frontage _____		Distance to Nearest Freestanding Sign(s) _____	



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**SIGN PERMIT APPLICATION**

Questions: (239)574-0553 or [zoning@capecoral.net](mailto:zoning@capecoral.net)

<b>BUILDING SIGNS</b>	
Type of Building Sign: <input type="checkbox"/> Wall <input type="checkbox"/> Fascia <input type="checkbox"/> Awning <input type="checkbox"/> Integral <input type="checkbox"/> Marquee <input type="checkbox"/> Suspended	
Sign Dimensions: Width (Inches) _____ x Height (Inches) _____ = Total Sq. Ft. _____	
Total Height from Grade: _____ 2 <sup>nd</sup> Street Linear Business Frontage of Building: _____	
Linear Unit Frontage of Property _____ 3 <sup>rd</sup> Street Linear Business Frontage of Building: _____	
Is property located on public alley, public parking, or mall parking? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, what are the linear dimension? _____	
<b>ELECTRICAL SIGNS (to be completed when signs are illuminated/electronic)</b>	
Is the sign lighted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how? _____	
Is the sign an Electronic Message Sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, indicate sunset/sunrise factory setting of foot candles. _____	
Electrical Permit # _____	UL # _____
<b>EMC ATTESTATION</b>	
EMC signs also must attest to the following:  I, the undersigned applicant, for this permit certifies that the EMC shall not operate at a brightness level more than three-foot candles above ambient light, acknowledge that minimum display time between messages is eight seconds, and that the use of video display, flashing and blinking images are prohibited.	
_____	_____
Applicant's Printed Name	Applicant's Signature
<b>APPLICANT SIGNATURE</b>	
<b>I, the undersigned applicant for this permit, hereby certify that the information herein is true and correct to the best of my knowledge, and further that I agree to comply with all applicable codes and ordinances relating to building construction in the City of Cape Coral.</b>	
_____	_____
Applicant's Printed Name	Applicant's Signature



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**SIGN PERMIT APPLICATION**

Questions: (239)574-0553 or [zoning@capecoral.net](mailto:zoning@capecoral.net)

**OWNER'S AFFIDAVIT**

I am the owner of the structure located at \_\_\_\_\_.

I am aware of the intent of my tenant, \_\_\_\_\_, to install sign(s) at these premises and I give permission to erect the proposed sign at the above location.

I am also aware that if my structure is classified as a Multiple Business or Entity Site, the distribution of freestanding signage among the tenants or occupants is my responsibility.

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

Sworn to (or affirmed) and subscribe before me, by means of  physical presence or  online notarization, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, know is personally known to me or produced \_\_\_\_\_ as identification.

Exp Date: \_\_\_\_\_ Commission Number: \_\_\_\_\_

NOTARY STAMP HERE

Signature of Notary Public: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_