



# City of Cocoa, Florida

COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
65 Stone Street, Cocoa, Florida 32922  
PHONE (321) 433-8501 FAX (321) 433-8543

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## SIGN PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact the City of Cocoa Planning and Zoning Division at (321) 433-8530 for information on square footage, setbacks, height, etc.
- Completed building permit application (property owner must sign application).
- Copy of contractor's license or on file in repository or Owner/Builder affidavit form (if applying as contractor).
- Copy of city and/or county local business tax receipt (if not on file in repository).
- Copy of certificate of worker's compensation or exemption (if not on file in repository).
- Copy of certificate of general liability insurance (if not on file in repository).
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances (building, sign and/or electrical contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed by the property owner (if leased property).
- Two (2) sets of sign plans signed and sealed by a Florida Registered Architect or Engineer (illuminated signs must have testing approval).
- Two (2) copies of survey or plot plan showing proposed sign locations.
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Building permit document or plans review fees paid.

**“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”**

Note: Should you have questions or require any additional information, please contact the Building Division at (321) 433-8501. Additional documents maybe required upon request by the Building Division.  
1/30/09 TSD