

Sign Permit Checklist

PROCESS

1. Submit a SIGN PERMIT application with two (2) sets of construction documentation including site plan and survey showing the location of the proposed or altered sign. , as applicable, to begin the permanent sign permit process.
2. **Site plan** and survey documents shall be reviewed for compliance with the zoning code.
3. Application and construction documents are reviewed for compliance with the Florida Building Code.
4. An approved set of the construction documents are stamped by Plans Review to be available in the field for all inspections.
5. Permit fees are paid to the Clerk.
6. The Building permit is issued. Approved construction documents and payment receipt are returned to applicant.
7. **Sub-permits** may be required, which are then linked to the Building Permit for record purposes.

COMPLETE THIS CHECKLIST FOR REQUIRED INFORMATION BEFORE SUBMITTING:

- Sign Application completed and signed by applicant.
- The estimated value must be written on the front of the application.
- The Notice of Commencement (NOC) form, if value of job is over the amount of \$2,500.
- Name and address of the owner of the proposed sign.
- Name of the owner of the parcel on which the proposed sign is to be located.
- Notarized Letter of Authorization from the property owner (if not owner of the sign)
- Two (2) site plans showing proposed location with survey.
- Two (2) sets of construction documents prepared by an Architect or Engineer, registered in the State of Florida,
- Designed in accordance with 2014 (5th Edition) Florida Building Code.
- Shall comply with Basic Wind Speed Design Criteria. (140 mph)
- All documents shall be signed, dated and sealed by a state registered Architect or Engineer.
- Two (2) copies of dimensioned elevation drawings (drawn to scale) which must include the following:
 - Calculations of copy area
 - Proposed Sign Height
 - Ground clearance of all proposed and existing ground and/or pole sign.
 - Proposed source of illumination for all proposed and/or existing signs
 - Setbacks from property to proposed sign;

- All existing buildings;
- Street locations and names;
- Any parking areas and sidewalks;
- Location of any existing freestanding signs within 250 feet of the proposed sign.
- If the sign will be installed on the building, a building elevation showing the sign on the structure is required.

Additional Information:

- Billboard signs will require a permit receipt copy of the Florida Department of Transportation tag number (s).
- If the sign will be installed on the building, a building elevation showing the sign on the structure is required.
- Wall Sign applications will require certified installation documents. The installation details shall clearly specify the method of securing the sign to the existing structure of the construction of the sign. These documents shall be properly signed, sealed and dated by a state registered Architect or Engineer
- Temporary Signs do not require certified drawings (signed, sealed and dated by a state registered Architect or Engineer).
- Wall Signs that are painted or vinyl signage do not require structural certification.
- A licensed contractor will be required for this project.
- NOTE: Only a Licensed Contractor is allowed to give Power of Attorney to an agent. Power of Attorney must be original, site specific and notarized.