



## **Sign Permit application requirements:**

Submittals should include:

1. 2 copies of the Sign Permit Worksheet\*
2. Sign permit checklist
3. Letter from the property owner/management company authorizing the sign contractor or tenant\* to place the sign on their property.
4. 2 sets of plans

Included in this packet:

Sign Permit Worksheet  
Sign Permit Checklist

\*Please note in description if sign is UL approved.

## Sign Permit Worksheet

Owner(s) of Record (please print)		Description of Work (please print)	
Name:			
Address:			
E-mail:			
Phone:	Fax:	Proposed Use of Building:	
Parcel Number:		Zoning	
PROJECT INFORMATION			
Project Name and Address			
Occupancy Type:	Type of Construction:	Sign Value: \$	
Property Frontage:	Length of Leased Space:		
SIGN TYPE	MAXIMUM # / MAXIMUM SIGN AREA (square feet)		
Building Mounted: Single and multiple-occupancy buildings 2 stories or less	2 per occupant not to exceed the length of the leased space x 1.5, up to 200 square feet max aggregate per occupant.  1 additional signs for each exterior building wall that is part of an occupant's leased space: 50 square feet - second side 24 square feet - third side 24 square feet - fourth side		
Building Mounted: Single and multiple-occupancy buildings greater than 2 stories	2 (3 if the primary frontage is greater than 500 linear feet) not to exceed 300 square feet max aggregate. The 300 square feet may be allocated for each exterior wall.  Occupant signage: 2 per occupant within a sign band not to exceed length of leased space x 1.5, up to 100 square feet max aggregate		
Freestanding Signs: Max height 8 feet <b>Max height 10 feet</b>	<b>Residential Districts:</b> 1 sign: 32 square feet( <b>monument</b> ) or 24 square feet( <b>pole</b> ) <b>Non-residential Districts:</b> Primary Frontage: 1 sign ( <b>monument</b> ) Frontage up to 50 feet : 32 square feet Frontage 51 – 100 feet: 40 square feet Frontage 101' or more: frontage x 0.5, up to 120 square feet Primary Frontage: 1 sign ( <b>pole</b> ) Frontage up to 50 feet : 24 square feet Frontage 51 – 100 feet: 32 square feet Frontage 101' or more: frontage x 0.4, up to 96 square feet		
Additional primary	Developments with frontage greater than 500 linear feet: Monument: 75 square feet Pole: 50 square feet		
Secondary frontage	Monument: 30 square feet Pole: 24 square feet		

# Show Calculations

Building Mounted signs 2 stories or less

Building Mounted signs greater than 2 stories

Free Standing: Monument \_\_\_\_\_ Pole \_\_\_\_\_

Residential

Non-residential

Additional/Secondary signs

Is the sign illuminated? Yes \_\_\_ No \_\_\_

Type of illumination \_\_\_\_\_

Electrical Permit Yes \_\_\_ No \_\_\_

Contractor: Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State License \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Building Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Gainesville's Building Inspections Department

## Checklist for Signage FLORIDA BUILDING CODE 5<sup>th</sup> Edition (2014) NATIONAL ELECTRICAL CODE 2011

ALL REQUIREMENTS SUBJECT TO CHANGE  
EFFECTIVE June 30, 2015

THIS IS CHECKLIST IS SPECIFIC TO THE CITY OF GAINESVILLE. THIS CHECKLIST IS FOR THE INSTALLATION, PLACEMENT OR PAINTING OF SIGNAGE. SOME ITEMS MAY NOT APPLY TO YOUR PERMIT APPLICATION. *IF AN ITEM IS REQUIRED AND NOT PROVIDED – THE PLAN REVIEW TIME PERIOD MAY BE STOPPED UNTIL PROPER DOCUMENTATION IS SUBMITTED.*

WHERE APPLICABLE SEPARATE PERMITS ARE REQUIRED FOR NEW OR MODIFIED  
**ELECTRICAL** WORK BEING DONE.

**GENERAL REQUIREMENTS:** Two (2) complete sets of plans/documents:

<input type="checkbox"/>	All drawings must be clear, concise and drawn to scale. "Optional" details that are not used shall be marked void or crossed off). Square footage of different areas shall be on plans.
<input type="checkbox"/>	Designer's name and signature on document. If drawn by licensed architect or engineer, official seal shall be affixed.
<input type="checkbox"/>	Sign Worksheet (available from the Planning or Building Departments)
<input type="checkbox"/>	Letter from property owner/management company authorizing the sign contractor or tenant* to place the sign on their property. *Tenant can apply for non-electrical signage.
<input type="checkbox"/>	Separate Electrical Permit is required for wiring or lighting to the sign

### PLANS

<input type="checkbox"/>	a) ELEVATIONS: - All sides that have signage, showing size and height
<input type="checkbox"/>	b) GROUND MOUNTED SIGNAGE: - Site Plan showing location of sign, distance from ROW, structures, driveways, ect. - Sign Details: size, height, wording, signage materials, support structures * and foundation. - Signed/Sealed engineered drawings are required unless you can meet the City of Gainesville's specifications * if signage is part of a masonry wall a separate permit is required for the wall construction.
<input type="checkbox"/>	c) WALL SIGNS: - Site Plan showing location of building and sign placement - Elevations of building showing height and width of the structure or tenant space. Need to include placement of sign and window/door locations - Attachment details and sign material

***All Electric Signs must be listed by an approved agency***