

DEPARTMENT OF PUBLIC WORKS
Building Inspection Division



Sign Plan Review Check List

(To be completed and submitted by permit applicant)

Omission of required submittal information will delay issuance of permit.

Permit Application and Plans submitted by: _____
Phone No.: _____ Cell No.: _____ Fax No.: _____

Submittal Requirements/Items

1. ___ Obtain Zoning Dept. Approval? (Room 100), All Sign Types, All Zoning Districts.
For: PUD's, Historical and Subdivision Signage Approval (Florida Theater Building, 7th floor).
DDA's, (13th floor, City Hall Annex Building).
2. ___ City Right-of-Way Approval & Permit **as required**? (Room 101, City Hall Annex Building).
3. ___ Building Permit **when/as required**? Masonry Monument / Wall Signs.
4. ___ Sign Permit Application(s); required for *each sign*, completed, signatures, notary and zoning.
5. ___ Provide Sign Bond **as required**; on file and active? Property Owner/Contractor.
6. ___ **Provide (2) two copies of a (to scale) PLOT PLAN, boundary line survey to include:**
 - **property lines, length of street frontage and North direction.**
 - **Utility poles & lines, easements, on-site parking, sidewalks and protected trees.**
 - **Existing wall/ground signage on property.**
 - **Dimensions of existing wall/ground signage.**
 - **Distances between all ground signage. Existing & proposed.**
 - **New Sign location to include zoning setback, spacing and signage limits.**
 - **City Approved landscape plan to indicate trees in proposed ground signage area.**
7. ___ **Provide (2) two copies of sign structure & building elevation drawings to include:**
 - **Building wall/Ground sign dimensions, wording and logo's.**
 - **Building/sign structure dimensions, height, length and elevation of sign location.**
 - **For multiple sign packages, identify signs as #1, #2, #3 etc. on drawings and survey.**
 - **Ground sign/Building wall sign structure, support and mounting specifications.**
 - **Existing wall/ground signage information on building/property.**
 - **Structural calculations and capacity (in accordance with ASCE 7/FBC 2004).**
- 7a. ___ **For masonry, stucco, stone, foam monument structures provide/include:**
 - **Wall /monument and signage dimensions, wording and logo's.**
 - **Wall/monument structural composition (masonry, stucco, stone, foam).**
 - **Structural calculations and capacity (accordance with ASCE 7/FBC 2004).**
 - **City Approved landscape drawing/plan to indicate tree location in proposed sign area.**
8. ___ Provide electrical permit for illuminated signs. (Room 100 electrical approval)

