

## Signs and Outdoor Display Plan Review

Thank you for contacting the office of Signs and Outdoor Display Plan Review. Sign Permit Plan Review is a walk-in service, first come first serve basis, available Monday through Friday, 8:00 AM to 12:00 PM. After 12:00 PM sign permit applications and plans may be dropped off at our customer service counter (room 280). Ensure Zoning Department Approval is obtained and documented on your sign permit application prior to drop off. Also available; appointments between the hours of 2:00 PM and 3:30 PM Tuesday through Thursday. Schedule appointment by FAX, (904) 255-8542 or E-mail, Tcox@coj.net.

Due to the nature of the Walk-in Plan Review Service, telephone calls are not answered at this office, however you may contact the plan reviewer's office by FAX (904) 255-8542, attention: Sign Review or E-mail, Tcox@coj.net.

Permit submittal requirements are as follows:

- provide a completed Sign Permit Application for each sign and Plan Review Checklist.
- provide two (2) copies of the Property Boundary Survey to include/indicate sign location.
- provide two (2) copies of Sign and Building Elevation drawing to include/indicate sign location and sign erecting/mounting/placement criteria.

Plans/drawings for signs, other than wall signs, greater than eight (8') feet above grade (ground level) and thirty-two (32) square feet in structure area **shall be** prepared, signed and sealed by a registered structural engineer licensed in the State of Florida. The design loads/calculations/specifications **shall be** in accordance with **ASCE 7** or the latest edition of the Florida Building Code.

Sign Permit Applications and Sign Plan Review Checklists may be obtained at City Hall Annex, 214 N. Hogan Street, Jacksonville, Florida room 252 or on our WEBSITE, [www.coj.net/pw/bid](http://www.coj.net/pw/bid) under *online/download forms*.

City of Jacksonville Sign Code Ordinances may be obtained from the City Council Secretary, at 117 W. Duval Street, suite 430, (904) 630-1406.

General information pertaining to the Sign Ordinance/Code may also be obtained on the internet at [www.coj.net](http://www.coj.net) Departments-Public Works-Building Inspection, look for Sign Laws on the left column of the Building Inspection page.

Also Ordinances and Code Information may be obtained at [www.municode.com](http://www.municode.com)