



## 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 2117, Ed Ball Building), All Sign Types, All Zoning Districts.  
For: PUD's, Historical and Subdivision Signage Approval (Florida Theater Building, 7<sup>th</sup> floor).  
JEDC, (Police and Fire Pension Building, 1 W. Adams St. Room 200).
2. \_\_\_ City Right-of-Way Approval & Permit **as required**? (Room 2100, Ed Ball 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 280 Ed Ball Building electrical approval)