



DEPARTMENT OF PUBLIC WORKS

Building Inspection Division

January 5, 2001

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MEMORANDUM

BULLETIN S01-01

To: All Sign Contractors

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Subject: **Sign Permitting Changes**

In our continuous effort to improve service to our customers, the Building Inspection Division is making the following sign permitting changes. Commencing on **February 5, 2001**, a walk-in plan review service shall be available. In addition, a new sign permit application and revised engineering requirements for signs will be in effective on **March 5, 2001**.

There will be a sign plans examiner available for walk-in customers on a first come first served basis. The sign plans examining walk-in office shall be for all signs, including banners. This office will be located in the 2nd floor of the Ed Ball Building, 214 North Hogan Street.

As a reminder and update to Bulletin S2-99, the following shall be included in each sign permit package:

1. Three (3) copies of the site plan. The site plan shall be drawn to scale and include basic dimensions consisting of:
 - A. Property lines including the length of street frontage(s).
 - B. The proposed sign location including required minimum setbacks.
 - C. Outlines and dimensions of sign foundation and shall include all reinforcing steel.
 - D. Location of existing electric, telephone or other utility poles or lines on the property and required 5-foot distance of any part of a sign from them.
 - E. Identify the location(s) and dimension(s) for proposed and existing signs on the property, including distances between them.
 - F. Type, size and location of existing trees.

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2. Three (3) copies of sign elevation drawings. The sign drawings shall be drawn to scale and consist of:
 - A. Sign dimension (height and width) and height from ground to top of sign.
 - B. Sign wording including logos.
 - C. Type of sign support structure (sizes, material specs and foundations).
 - D. Engineering showing supporting structure's capacity to resist wind load.
 - E. Wall elevation(s) with basic dimensions for wall sign(s) and building/wall elevation(s), also include and dimension existing signage.

Please find attached a copy of the new sign permit application. You will note that the application is updated to incorporate the sign affidavit and the property owner's permission letter, which reduces the paperwork required in the past. If the property owner assigns an agent, then a notarized letter of agency or a copy of contract / lease agreement naming the agent shall be required as an attachment to the permit package.

Plans for signs, other than wall signs, greater than eight (8) feet above grade and / or thirty-two (32) square feet in area shall be prepared, signed and sealed by a registered structural engineer licensed in the State of Florida. The wind load design shall be in accordance with **ASCE-7-10** or the latest edition of this standard.

In conclusion, please direct questions regarding the sign ordinance and permitting to 255-8726.

Attachments:

Bulletin G26-99

Bulletin S2-99

Sign Permit Application

cc: Public Works