



Sign Plan Review Checklist

1. Obtain zoning approval for all sign types from the Zoning counter. (Ed Ball Building, 2nd floor)
 - If PUD, historical property, or subdivision signage, obtain Planning Dept. approval. (Ed Ball Building, 3rd floor)
 - If property is in the Downtown overlay, obtain approval from DIA; City Hall, 117 West Duval St., Suite 275.
2. A separate sign permit application is required for each sign.
3. Provide a sign bond. (A bond is not required for signs that meet all of the following conditions: non-illuminated, does not exceed 32 sq. ft. in area, no more than 8 ft. in overall height and permitted by owner)
4. **All Sign Types:** Provide two copies of a plot plan or boundary line survey to scale (no Google images). Plot plan/Survey to include:
 - Property lines, length of street frontage, and north arrow.
 - Utility poles and lines, fire hydrants, easements, on-site parking, sidewalks, and landscaping.
 - Existing wall and ground signage on property with dimensions of each.
 - Distances between all ground and roof signage; existing and proposed.
 - Proposed new sign location(s) to include zoning setback and spacing from other signs.
 - For permit packages that include more than (1) one sign, identify signs as #1, #2, #3, etc. on Site Plans, Building Elevations and Sign Renderings. Each page of the permit package should be identified.
5. **New Ground Sign:** Obtain approval from the Development Services counter and Landscape section. (Ed Ball Building, 2nd floor)
6. **Subdivision Identification Sign** (located in the right-of-way): Obtain approval **and ROW permit** from Development Services counter. (Ed Ball Building, 2nd floor)
7. **Monument Signs** (over 6 ft. high and 20 ft. in length): A building permit is required in addition to a sign permit. Complete a building permit application and obtain same approvals as noted above.
8. **Wall Signs:** Provide (2) two copies of the sign drawings to include:
 - Sign dimensions and building elevation (facade) dimensions.
 - All wording and logos on both existing signs and proposed signs.
 - Site specific mounting details including: fastener(s) type, number, location, spacing and backing requirements
 - Plans for wall sign cabinets greater than 150 sq. ft. in area shall be signed and sealed by a Florida licensed engineer.
 - Provide (2) two copies of building elevation (face view of building) and site plan (see Item 4 above) showing sign locations. Photographs may be submitted in lieu of architectural elevations only. Include a complete view of the occupied space. Elevation drawings/photos shall include overall dimensions and area of the face of the occupied space, area of proposed sign and total area of all signs, proposed and existing.
 - It is the Sign Applicant's responsibility to demonstrate compliance with all applicable ordinances by providing all calculations on submitted drawings.
9. **Freestanding and Ground Sign(s):** Provide (2) two copies of sign structure drawings to include:
 - Sign dimensions and area.
 - All wording and logos on both existing signs and proposed signs.
 - Site specific foundation and/or mounting details.
 - Drawings for ground sign structures greater than eight (8) feet in height above grade or thirty two (32) square feet in area shall be prepared, signed, and sealed by a Florida licensed engineer.
 - The plot plan/boundary line survey (to scale) shall show any existing trees near the sign location.
 - It is the Sign Applicant's responsibility to demonstrate compliance with all applicable ordinances by providing all calculations on submitted drawings.
10. **Illuminated Signs:** Requires an electrical permit that is associated to the sign permit when the person obtaining the permit is not an ER, EC, ES or ET electrical contractor. (These need to include the fixture UL Number on the application). After the sign permit has been issued (paid) obtain the electrical permit at the Permit Processing counter. (Ed Ball Building, 2nd floor)
11. **Banner Signs:** Only require a completed permit application and a "Banner Permit Affidavit – Owner Disclosure Statement".
12. **Temporary Real Estate Signs:** Require only a completed permit application. These permits are processed at the permit counter. (Ed Ball Building, 2nd floor)
13. **Required On Site:**
 - Include the sign company, qualifier license number, permit number and contact name and phone number on a permanent label on each sign. The label information must be visible from the ground and in indelible ink.
 - Approved sign permit packages must be kept on site and available for the inspector.