



## Sign Permit Submittal Guidelines

### REQUIRED FORMS:

- Sign Permit Application
- Property Appraiser's printout with legal description
- Authorization from property owner for installation of the sign (signed and notarized)

### POSSIBLE ADDITIONAL FORMS:

- Recorded Notice of Commencement
- Permit Authorization Form
- Architectural Review Board Certificate of Appropriateness
- Owner / Builder Statement

### PLANS: (2 copies required)

- Site plan, clearly dimensioned with sight visibility triangle, indicating the exact location of all sign(s) and setbacks to any new ground signs.
- Plans shall indicate construction specifications, design criteria, and height above ground for the new sign.
- Plans shall clearly indicate the location of the sign disconnecting means. The sign disconnecting means shall be located at the point the branch circuit enters the sign or outline lighting system or at a remote location on the supply side and within sight of the sign enclosure or pole. The disconnecting means shall disconnect all wiring that enters the enclosure of the sign or pole.
- Total advertising copy area square feet for existing and new signs for the tenant / occupancy must be shown on all elevation renderings.
- All lettering must be shown on scaled plan or dimensioned.
- Plans must be signed and sealed by a Florida Design Professional with the following exceptions: 1) signs  $\leq 32\text{sf}$  &  $< 1\ 1/2"$  projection 2) foam letter signs 3) temporary real estate signs  $\leq 32\text{sf}$  4) Face changes

*This is only a guide and shall not be construed as all-inclusive for any project.*