

City of Gainesville’s Building Department
Checklist for Signage

ALL SUBMITTALS FOR CONSTRUCTION PERMITS MUST BE SUBMITTED
 THROUGH ePLAN REVIEW - PROJECTDOX.

This checklist is for the installation, placement or painting of signage. All building plans must include the following items and indicate compliance with the current edition of the Florida Building Code. Separate permits maybe required for new or modified electrical work being done.

GENERAL REQUIREMENTS:

<input type="checkbox"/>	Permit Application
<input type="checkbox"/>	Sign Worksheet (available from the Planning or Building Departments)
<input type="checkbox"/>	Letter from property owner/management company authorizing the sign contractor or tenant* to place the sign on their property. *Tenant can apply for non-electrical signage.
<input type="checkbox"/>	All drawings must be clear, concise and drawn to scale. “Optional” details that are not used shall be marked void or crossed off. Square footage of different areas shall be on plans.
<input type="checkbox"/>	Designer’s name and signature on document. If created by a licensed architect or engineer, the official digital signature and electronic seal shall be affixed.
<input type="checkbox"/>	Separate Electrical Permit is required for new wiring or lighting to the sign

PLANS:

<input type="checkbox"/>	a) ELEVATIONS: - Show the size and height of all sides that have signage
<input type="checkbox"/>	b) GROUND MOUNTED SIGNAGE: - Site Plan showing location of sign, distance from ROW, end of road or street, structures, driveways, etc. - Sign Details: size, height, wording, signage materials, support structures * and Foundation - Digitally Signed/Sealed engineered drawings are required showing compliance with the Florida Building Code * If signage is part of a masonry wall, then a separate permit is required for the wall construction.
<input type="checkbox"/>	c) WALL SIGNS: - Elevations of building showing height and width of the structure or tenant space. Need to include placement of sign and window/door locations - Attachment details and sign material

All electric signs must be listed by an approved agency.

Sign Permit Worksheet

Owner(s) of Record (please print)		Description of Work (please print)	
Name:			
Address:			
E-mail:			
Phone:	Fax:	Proposed Use of Building:	
Parcel Number:		Zoning:	
PROJECT INFORMATION			
Project Name and Address			
Occupancy Type:	Type of Construction:	Sign Value: \$	
Property Frontage:	Length of Leased Space:		
Building Mounted: Single and multiple-occupancy buildings 2 stories or less	2 per occupant not to exceed the length of the leased space x1.5, up to 200 square feet max aggregate per occupant. 1 additional signs for each exterior building wall that is part of an occupant's leased space: 50 square feet - second side 24 square feet - third side 24 square feet - fourth side		
Building Mounted: Single and multiple-occupancy buildings greater than 2 stories	2 (3 if the primary frontage is greater than 500 linear feet) not to exceed 300 square feet max aggregate. The 300 square feet may be allocated for each exterior wall. Occupant signage: 2 per occupant within a sign band not to exceed length of leased space x 1.5, up to 100 square feet max aggregate		
Freestanding Signs: Max height 8 feet Max height 10 feet	Residential Districts: 1 sign, 32 square feet -monument; 24 square feet -pole Non-residential Districts: Primary Frontage: 1 sign (monument) Frontage up to 50 feet : 32 square feet Frontage 51 - 100 feet: 40 square feet Frontage 101' or more: frontage x0.5, up to 120 square feet Primary Frontage: 1 sign (pole) Frontage up to 50 feet : 24 square feet Frontage 51 - 100 feet: 32 square feet Frontage 101' or more: frontage x0.4, up to 96 square feet		
Additional primary	Developments with frontage greater than 500 linear feet: Monument: 75 square feet Pole: 50 square feet		
Secondary frontage	Monument: 30 square feet Pole: 24 square feet		

Show Calculations

Building Mounted signs 2 stories or less

Building Mounted signs greater than 2 stories

Free Standing: Monument _____ Pole _____

Residential

Non-residential

Additional/Secondary signs

Is the sign illuminated? Yes ___ No___

Type of illumination: _____

Electrical Permit: Yes___ No___

Contractor: Name _____ State License: _____

Address _____

City _____ State _____ Zip: _____

Applicant Signature: _____