

City of Gainesville's Building Inspections Department

Checklist for Signage FLORIDA BUILDING CODE 5th Edition (2014) NATIONAL ELECTRICAL CODE 2011

ALL REQUIREMENTS SUBJECT TO CHANGE
EFFECTIVE June 30, 2015

THIS CHECKLIST IS SPECIFIC TO THE CITY OF GAINESVILLE. THIS CHECKLIST IS FOR THE INSTALLATION, PLACEMENT OR PAINTING OF SIGNAGE. SOME ITEMS MAY NOT APPLY TO YOUR PERMIT APPLICATION. *IF AN ITEM IS REQUIRED AND NOT PROVIDED – THE PLAN REVIEW TIME PERIOD MAY BE STOPPED UNTIL PROPER DOCUMENTATION IS SUBMITTED.*

WHERE APPLICABLE SEPARATE PERMITS ARE REQUIRED FOR NEW OR MODIFIED
ELECTRICAL WORK BEING DONE.

GENERAL REQUIREMENTS: Two (2) complete sets of plans/documents:

<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 drawn by licensed architect or engineer, official seal shall be affixed.
<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"/>	Separate Electrical Permit is required for wiring or lighting to the sign

PLANS

<input type="checkbox"/>	a) ELEVATIONS: - All sides that have signage, showing size and height
<input type="checkbox"/>	b) GROUND MOUNTED SIGNAGE: - Site Plan showing location of sign, distance from ROW, structures, driveways, ect. - Sign Details: size, height, wording, signage materials, support structures * and foundation. - Signed/Sealed engineered drawings are required unless you can meet the City of Gainesville's specifications * if signage is part of a masonry wall a separate permit is required for the wall construction.
<input type="checkbox"/>	c) WALL SIGNS: - Site Plan showing location of building and sign placement - 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