

SIGN PERMIT REQUIREMENTS

The following information must be submitted on and/or with the permit application:

1. Four (4) sets of signed and sealed plans in color (size 24" x 36", if applicable) that contain:
 - recent survey of the property showing the location of all easements for utilities and rights-of-way that contain the footprint locations of the building.
 - location and elevations of buildings, structures on the property (this may be indicated by the most recent site plan approved for the premises);
 - the location of proposed sign on the building or structure (if the sign is a wall sign) and its height and sign area calculations;
 - the location of proposed sign on the property (if it is a freestanding sign) and its height, sign area, and setback measurements;
 - position of the sign in relation to buildings, structures, road rights-of-way and public or franchised infrastructure within thirty (30) feet;
 - blueprints or ink drawings of plans and specifications showing material weight, electrical infrastructure (if any), manner of illuminating, and method of construction and attachment to the building or in the ground;
 - stress sheets and calculations showing that sign is designed for high velocity wind requirements in the Florida Building Code; and,
 - plans and specifications shall include the color of the sign, text font, text format, character size, and depiction of any other symbols or markings.
2. An inventory of all signs on the property where the sign is located at the time the application is made. The inventory shall list the sign size, color, location, text font, text format, character size and type of each sign, and shall not include the proposed sign.
3. For purposes of ascertaining whether the proposed sign is an off-premises or on-premises sign, the following additional application submittal will be required:
 - the sign message;
 - if the sign message is not noncommercial, evidence that the commercial establishment, activity, produce, service, or entertainment disclosed by the sign message is lawfully sold, produced, manufactured, available or furnished on the property wherein the sign is located in the form of:
 - a City occupational license; or
 - if no occupation license is required by the City law prior to the commencement of the activity, a Certificate of Occupancy; or
 - if no occupational license is required by law, and no building permits are required prior to the building being used for the commercial product, service, or entertainment disclosed by the message to be sold, produced, manufactured, available, or furnished at the property where the sign is proposed, a letter of representation which:
 - describes the use of the site;
 - identifies the applicable zoning classification of the site; and
 - confirms by reference to a citation that the use is allowed by the City's land development regulations.