



# MINIMUM SUBMITTAL REQUIREMENTS FOR SIGNS

*FBC 6<sup>th</sup> Edition (2017)*

Application # \_\_\_\_\_

**\*\*All manufactured signs requiring a permit must have a permanent weatherproof identification plate affixed to the exterior of the sign structure. It shall indicate the manufacturer name, date of installation, sign permit number, electrical permit number (if applicable) with the input VA (Volt Amperes) at full load of electric\*\***

| Y | N | N/A | ADMINISTRATIVE DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---|---|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |   |     | 1. All applicable application sections or fields filled-in, including a detailed scope of work and tenant name.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   |   |     | 2. Description of work indicates sign dimensions, total square footage, and if the sign is being connected to an existing electrical circuit.                                                                                                                                                                                                                                                                                                                                                                                                                       |
|   |   |     | 3. Applicant to provide a notarized authorization letter from the property owner (NOT TENANT or BUSINESS OWNER) authorizing the installation of the sign.                                                                                                                                                                                                                                                                                                                                                                                                           |
|   |   |     | 4. Proof of property ownership (NOT TENANT or BUSINESS OWNER).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|   |   |     | 5. Copy of Recorded Notice of Commencement (Required if construction value is greater than \$2,500).                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|   |   |     | 6. Completed Checklist.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Y | N | N/A | PERMIT PACKAGE – MINIMUM PLAN REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|   |   |     | 7. Two (2) copies of an accurate Boundary/Legal Survey (with surveyor’s signature and/or seal) showing the proposed location of the sign. The survey must be legible, to scale, and cannot contain pen marks or otherwise altered or reduced.                                                                                                                                                                                                                                                                                                                       |
|   |   |     | 8. Two (2) copies of the plans, specifications, calculations and details, signed and sealed as required by the Florida Building Code; and specifications documenting the applicable windload and electrical specifications, if applicable, meeting the minimum requirements of the applicable Electric Code.                                                                                                                                                                                                                                                        |
|   |   |     | 9. Site Plan must clearly indicate:<br>A) Lot frontage on all streets and public right-of-way; and<br>B) In feet and inches, the location of the sign in relation to property lines, public right-of-ways, easements, overhead utility lines, other utility facilities and equipment, buildings and other signs on the property.                                                                                                                                                                                                                                    |
|   |   |     | 10. Plans/Specifications must be site specific:<br>A) Number, type, location and surface area of all existing signs on the same property;<br>B) Sign dimensions and elevation, drawn to scale;<br>C) Maximum and minimum height of the sign measured from finished grade;<br>D) Dimensions of the supporting members of the sign; and<br>E) Sign illumination, specifying illumination type, placement, intensity and hours of illumination.                                                                                                                        |
|   |   |     | 11. Landscape plan required, as applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Y | N | N/A | ALL WALL MOUNTED SIGNS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|   |   |     | 12. The facade elevation with dimensions, drawn to scale.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|   |   |     | 13. Windows and doors and other openings shall be delineated and their dimensions given.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   |   | N/A | DESIGN REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|   |   |     | <i>Monument Signs.</i> Monument sign structures may extend above the allowable height and/or permitted horizontal dimension for the purposes of architecturally embellishing and enhancing the appearance of the sign structure. Such extensions shall not exceed 36 inches for the base, 18 inches at the top of the sign, or 12 inches for each vertical side of the sign. An architectural embellishment at the top of a sign shall include the address number or address range for the parcel, and may include the logo of the business or development project. |
|   |   |     | <i>Tenant Panels in Monument Signs.</i> All tenant panels in a monument sign, including those added to an existing sign structure, shall be constructed of similar materials and illuminated by a similar method.                                                                                                                                                                                                                                                                                                                                                   |
|   |   |     | <i>Wall Signs.</i> Wall signs shall not be installed to cover windows, doors, or other types of fenestration Wall Signs.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   |   |     | Sign work on all permanent signs shall be performed in a professional manner, with all the letter strokes plumb, or properly slanted, and with alignment true and level.                                                                                                                                                                                                                                                                                                                                                                                            |