



## SIGN PERMIT REQUIREMENTS

Two copies of the following information must be submitted along with an application for a sign permit:

- Type of sign or advertising structure as defined in Chapter 410 of the ULDC (freestanding sign, building sign, window sign, awning sign, etc.)
- The value of the sign or advertising structure.
- All materials required by the applicable provisions of the Florida Building Code.
- Copy of any approved Master Signage Plan in effect for the proposed site on which the sign will be located, and reference to the location or provision(s) of the plan showing the proposed sign type, if applicable.
- Copy of the approved development plan for the site, if applicable, showing existing and proposed buildings and existing and proposed signs requiring permits on the site or approved Master Signage Plan.
- For building signs, a diagram showing the total area of the front building elevation of the principal building (or storefront only for tenants in multiple tenant developments).
- For freestanding signs, a diagram showing all dimensions at a scale of 1/2" - 1' including the overall height of the sign measured from the highest point of the sign structure to the elevation of the centerline of the adjacent street or highway from which principal access is provided.
- The total area of the sign or advertising structure. If a sign has multiple faces and the distance between faces is greater than three feet, all faces must be counted toward the total area.
- Type of lighting proposed (for lighting types allowed, see Section 407.33 of the ULDC). For illuminated signs within the A-RB district, multi-family districts, or for an institutional use in a residential zoning district a photometric survey indicating foot-candles at the nearest property line must also be submitted.
- Written approval by the utility provider that the location of a freestanding sign meets the utility provider's requirements.

*\*See separate form on additional submittal requirements for Master Signage Plan applications.*