PERMANENT SIGN APPLICATIONS

THE FOLLOWING ARE THE MINIMUM REQUIREMENTS. ANY MISSING ITEMS WILL RESULT IN AN INCOMPLETE APPLICATION, WHICH MAY NOT BE ACCEPTED FOR REVIEW.

Application Requirements

- Name, address, and phone number of the property owner and licensed sign company erecting the sign.
- Street address or legal description for the sign being installed.
- Height, size, style, colors, materials, and location of the proposed sign.
- Written permission of the property owner, his lessee, or agent to erect the proposed sign.
- A plan, drawn to scale, showing all pertinent structural and electrical details, wind pressure requirements and materials in accordance with the FL Building Code. (Signed & sealed)
- A statement verifying the height, size, and location of existing signage on the premises.
- A plan or sketch, drawn to scale, showing the location of the landscape area in accordance with Chapter 15, Section 4(d), LDC.

Freestanding Signage

The following information is required to be indicated on the drawings for the proposed sign or as a separate attachment to the application, as indicated.

On drawings (3 copies):

- Sign area.
- Sign height and width.
- Sign must have 18” minimum base.
- Base and cabinet must be designed to incorporate colors, materials, and style to be compatible with primary building.
- Sign must include address numbers (6” minimum) along cabinet side facing the street and AT THE TOP of both sides, above or at the top of the sign face.
- Signed and sealed structure and foundation drawings, including wind design data.

On site plan (3 copies):

- Indicate, to scale, location of proposed sign.
- Indicate setback from the right-of-way and compliance with visual clearance angles (Chapter 16, Section 6, LDC).
- Landscape plan in accordance with Chapter 15, Section 4(d), LDC.

Wall Signage

- 3 copies of elevation drawings, showing area where sign is to be mounted.
- 3 copies of structural drawings.
- Sign area.
- Sign height and width.
- Material and colors.
- Signed and sealed drawings showing attachment of sign to structure, including fastenings and wind design data.

Figure 15:1 Freestanding Design Requirements – Individual Uses

Figure 15:2 Landscape Requirements for Freestanding Signs

Figure 15:3 Multi-Tenant Freestanding Design Requirements
**Application Requirements**

- Name, address, and phone number of the property owner and licensed sign company erecting the sign.
- Street address or legal description for the sign being installed.
- Height, size, style, colors, materials, and location of the proposed sign.
- Written permission of the property owner, his lessee, or agent to erect the proposed sign.
- A plan, drawn to scale, showing all pertinent structural and electrical details, wind pressure requirements and materials in accordance with the FL Building Code. (Signed & sealed)
- A statement verifying the height, size, and location of existing signage on the premises.
- A plan or sketch, drawn to scale, showing the location of the landscape area in accordance with Chapter 15, Section 4(d), LDC.

**Wall Signage**

- 3 copies of elevation drawings, showing area where sign is to be mounted.
- 3 copies of structural drawings.
- Sign area.
- Sign height and width.
- Material and colors.
- Signed and sealed drawings showing attachment of sign to structure, including fastenings and wind design data.

**Freestanding Signage**

The following information is required to be indicated on the drawings for the proposed sign or as a separate attachment to the application, as indicated.

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- Sign area.
- Sign height and width.
- Sign must have 18" minimum base.
- Base and cabinet must be designed to incorporate colors, materials, and style to be compatible with primary building.
- Sign must include address numbers (6" minimum) along cabinet side facing the street and AT THE TOP of both sides, above or on the sign faces.
- Signed and sealed structure and foundation drawings, including wind design data.

**On site plan (3 copies):**

- Indicate, to scale, location of proposed sign.
- Indicate setback from the right-of-way and compliance with visual clearance angles (Chapter 16, Section 6, LDC).
- Landscape plan in accordance with Chapter 15, Section 4(d), LDC.

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**Figure 15:1 Freestanding Design Requirements—Individual Uses**

**Figure 15:2 Landscape Requirements for Freestanding Signage**

**Figure 15:3 Multi-Tenant Freestanding Design Requirements**