



Building Division
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Gainesville, FL 32627
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Sign Checklist

This checklist is for the design, construction and installation of a sign. The submittal must include the following items and show compliance with the current edition of the Florida Building Code, National Electrical Code, and Land Development Code – Chapter 30, Article IX.

GENERAL SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	PERMIT APPLICATION – Apply online at www.PermitGNV.com - Do not upload construction documents until you receive an email notification from ProjectDox.
<input type="checkbox"/>	SUBMITTAL QUALITY - All drawings must be clear, concise and drawn to scale. “Optional” details that are not used must be marked void or crossed off.
<input type="checkbox"/>	DESIGNER OF RECORD - Designer’s name, signature, and license number (if applicable) must be shown on the drawings. If created by a licensed architect or engineer, the drawings and documents must be digitally signed as required by Florida Statute.

CONSTRUCTION PLANS & DOCUMENTATION:

<input type="checkbox"/>	OWNER LETTER OF AUTHORIZATION – Provide a notarized Letter of Authorization from the owner/authorized agent of the owner, granting you permission to install the proposed sign(s) on the property.
<input type="checkbox"/>	TENANT INFORMATION – Provide name of business and length of leased space.
<input type="checkbox"/>	SIGN ILLUMINATION – Provide sign illumination details, if applicable. Separate permits may be required for the electrical included in the installation of the sign.
<input type="checkbox"/>	FACE CHANGES – Stand-alone face changes are handled through the Planning Division. Please contact the Planning Division at 352-334-5023 for their application and submittal requirements.
<input type="checkbox"/>	SQUARE FOOTAGE CALCS – Please show square footage calculations in accordance with the Land Development Code (LDC) ordinance.
<input type="checkbox"/>	GROUND MOUNTED SIGNAGE – <ul style="list-style-type: none">• Site Plan showing all existing buildings/structures, trees, and visible utilities on the property. Show the distances from the sign to all property lines. If any structures or trees are being affected by the installation, please indicate which ones on the site plan. If no structures or trees (within 50 feet) are being affected by the installation, please state that on the site plan.• Provide sign details which includes dimensions, height, wording, signage materials, support structures and foundation.• Provide engineering details/drawings. *If signage is part of a masonry wall, then a separate permit is required for the wall construction.
<input type="checkbox"/>	BUILDING MOUNTED SIGNAGE – <ul style="list-style-type: none">• Provide sign elevations on the building from the ground showing height and width of structure or tenant space, including placement of sign and window/door locations.• Provide engineering details on the wall signs attachment, sign material and compliance with the designated wind zone. The engineering details must be digitally signed and sealed by the engineer. **Blade Signs – Provide distance from the public way.