



Building Division  
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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.

### GENERAL REQUIREMENTS:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>PERMIT APPLICATION</b> – Apply online at <a href="http://www.PermitGNV.com">www.PermitGNV.com</a> - Do not upload construction documents to PermitGNV. All construction documents must be submitted to ProjectDox for review, which you will receive access to <u>after</u> the permit application is applied for and paid.  |
| <input type="checkbox"/> | <b>SUBMITTAL QUALITY</b> – <ul style="list-style-type: none"> <li>• File names must clearly identify the content and/or be named with the sheet number and title.</li> <li>• All files must be clear &amp; legible. “Optional” details must be marked off or voided, if not used.</li> <li>• All files must be orientated properly w/out requiring further rotation to read.</li> <li>• All files must have a 4" x 4" blank area at the top-right corner of the page reserved for City Seal.</li> <li>• Drawings must include owner's name &amp; project address.</li> <li>• Drawings must be drawn to an approved scale or show the dimensions of all rooms/areas.</li> <li>• Drawings must be submitted as individual files. Min. drawing sheet size 11"x17" - No Max.</li> </ul> |
| <input type="checkbox"/> | <b>DESIGNER OF RECORD</b> - 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.   |

### SUBMITTAL REQUIREMENTS:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 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, and include the business name and length of leased space.  |
| <input type="checkbox"/> | Provide sign illumination details, if applicable. Separate permits may be required for the electrical included in the installation of the sign.   |
| <input type="checkbox"/> | Please show square footage calculations in accordance with the Land Development Code (LDC).   |
| <input type="checkbox"/> | <b>GROUND MOUNTED SIGNAGE</b> – <ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide sign details which includes dimensions, height, wording, signage materials, support structures and foundation.</li> <li>• Provide engineering details/drawings.</li> </ul> *If signage is part of a masonry wall, then a separate permit is required for the wall construction. |
| <input type="checkbox"/> | <b>BUILDING MOUNTED SIGNAGE</b> – <ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide engineering details on the wall signs attachment, sign material and compliance with the designated wind zone.</li> </ul> **Blade Signs – Provide distance from the public way.  |
| <input type="checkbox"/> | <b>FACE CHANGES</b> – 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.  |