

Sign - Install or Replace

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (✓)

Please upload [this Checklist and any Required Forms](#) in **.pdf format** to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as: **Sign**

1. **Site Information** [<Survey>](#)

- a. Survey showing Location of Sign and Setbacks to Property Lines _____
- b. Street Names and Legal Description **MUST** appear on Survey _____
- c. Easements **MUST** be shown on Survey _____

2. **Plans** [<Building Plans>](#)

- a. Free standing signs:
 - i. Show Location of Sign in relationship to Building, Curb, Planting, etc _____
 - ii. Florida licensed Engineer signed & sealed Foundation Plan, Structural Detail of Sign including Material, Fastening & Supports, Electric details, *if applicable*, etc. _____
 - iii. Drawing of sign face including text and/or logo **TO SCALE** _____
 - iv. Photo of proposed sign location; front and side elevations _____
 - v. Proposed square footage of sign _____
 - vi. Letter height _____
- b. Wall/point of purchase signs:
 - i. Florida licensed Engineer signed & sealed Structural Detail of Sign including Material, Fastening & Supports, Electric details, *if applicable*, etc. _____
 - ii. Drawing of sign face including text and/or logo **TO SCALE** _____
 - iii. Scale drawing of building showing sign location with building height, width, etc _____
 - iv. Photo of proposed sign location; front and side elevations _____
 - v. Proposed square footage of sign _____
 - vi. Letter height _____

3. **Supporting Documents** [<Supporting Docs>](#)

- a. Signature of property owner must appear on back of the application or on a letter Granting permission for the sign. The owner's signature **MUST be notarized** in either case. _____

NOTE: Permits are required for all sign repair, painting and face change. Separate electrical sub permit is **REQUIRED if electric is reviewed.**

Each sign requires a separate permit.

- Temporary signs for commercial building construction require permits and may remain in place until construction is completed
- Signs for special events will not be issued until after the special events permit has been approved