

SIGN PERMIT CHECK LIST

2 copies of the following

GROUND MOUNTED SIGN

Sign worksheet (available from the Planning or Building counter)

Letter from the owner of the property authorizing the sign contractor or an individual to obtain a sign permit to install a sign on their property.

Site plan-showing location of sign

Sign detail – showing size, height, wording, support structure and foundation

Signed and sealed engineer drawings are required unless you can meet the City of Gainesville specs.

WALL MOUNTED SIGN

Sign worksheet

Letter from the owner of the property authorizing the sign contractor or an individual to obtain a sign permit to install a sign on their property.

Elevation of building, being sure to give the height and width of the unit, showing doors, windows and placement of sign.

Detail of sign showing size and wording.

Attachment detail showing what the sign is constructed of and how it is attached to the face of the building.

A licensed sign contractor is required for all electrical signs unless the signs are UL listed and approved.

Do all signs require signed and sealed engineering?

Ans: No!

Which signs require signed and sealed engineering?

Ans: All ground or free standing signs.

Exception 1. A free standing sign that complies with all of the following.

- ⇒ Sign shall not exceed 8 feet in height.
- ⇒ Sign shall not exceed 32 square feet in size.
- ⇒ Sign supports shall be a minimum 4 inch by 4 inch pressure treated post, spaced a maximum of 48 inches on center.
- ⇒ Sign support posts shall be buried a minimum of 3 feet below grade with 80 pounds of concrete at each post.
- ⇒ The bottom coping of every ground sign shall be not less than 3 feet above grade or street level.
- ⇒ The sign area shall be of 3/4 inch exterior grade structural wood panel as a minimum.
- ⇒ Attachments of the sign to the posts shall be 3/8 inch lag bolts 2 1/2 inches in length with a 2 inch washer at the head, or a 3/8 inch carriage bolt with a 2 inch washer on both ends of the bolt. Bolt spacing shall be a minimum of 3 inches from the edges (all 4 corners) and at the center of the sign at each post.

Wall mounted signs shall be installed to meet Section 3108.4.3.1 of the *Standard Building Code*.

3108.4.3.1 Wall signs attached to exterior walls of solid masonry, concrete or stone, shall be safely and securely attached by means of metal anchors, bolts or expansion screws of not less than 3/8-inch (9.5 mm) diameter and shall be embedded at least 5 inches (127 mm). Wood blocks shall not be used for anchorage, except in the case of wall signs attached to buildings with walls of wood. A wall sign shall not be supported by anchorage's secured to an unbraced parapet wall.

Can an owner or tenant apply for a sign permit for a UL approved electrical sign?

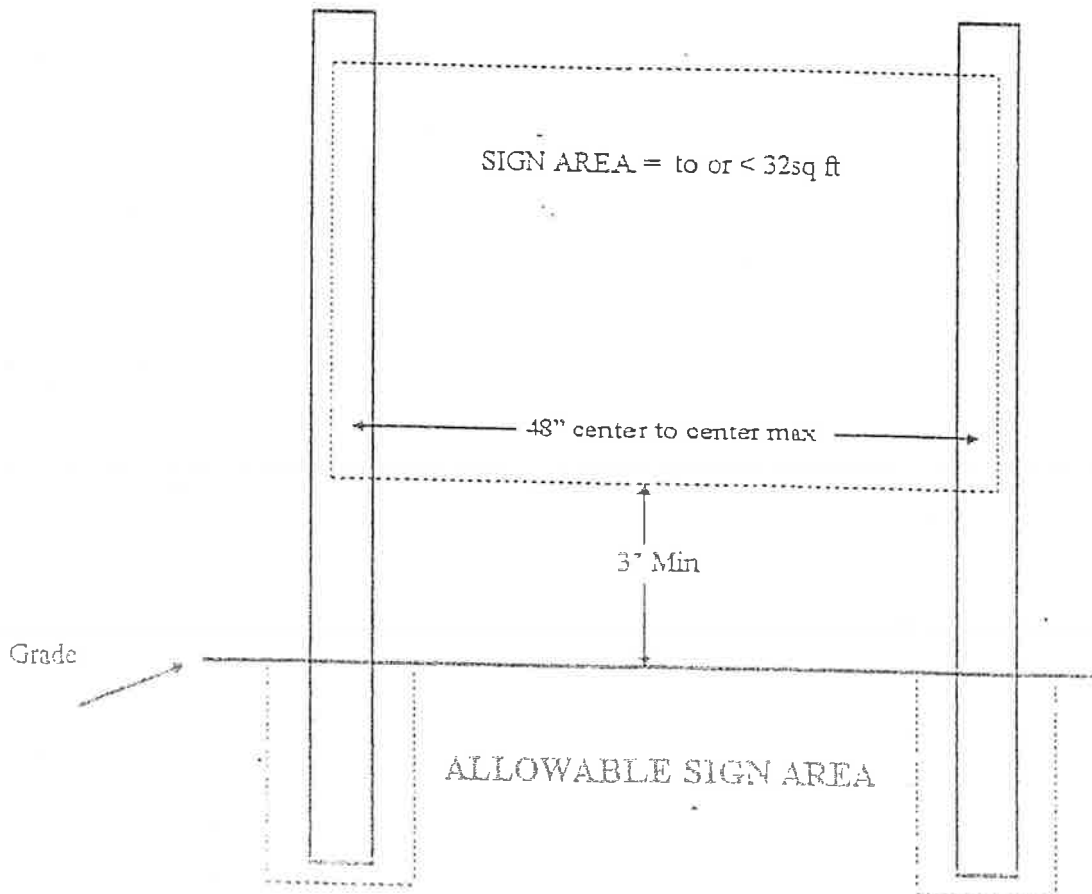
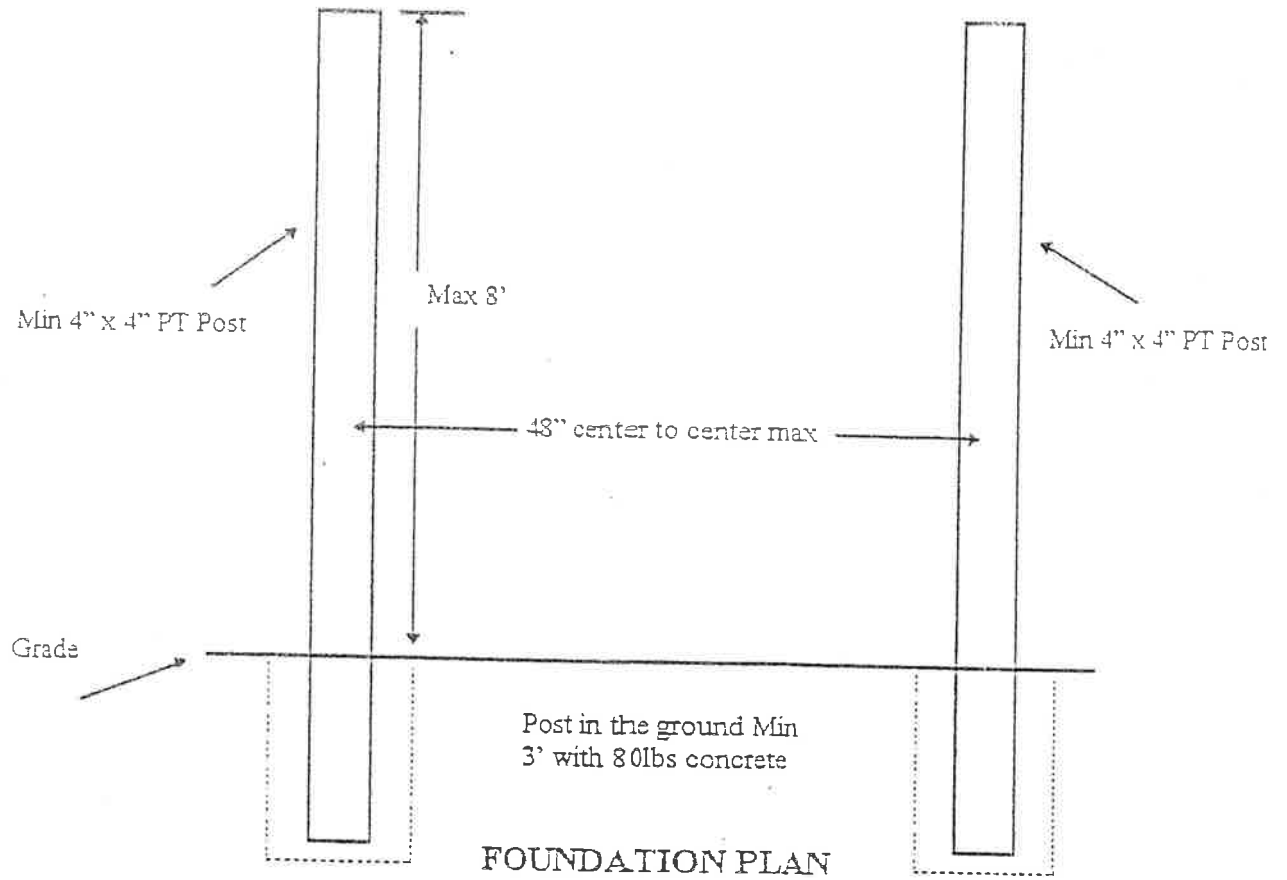
Ans: As long as the sign is UL listed and approved.

The electrical permit for this type of sign shall be applied for by a licensed electrical contractor.

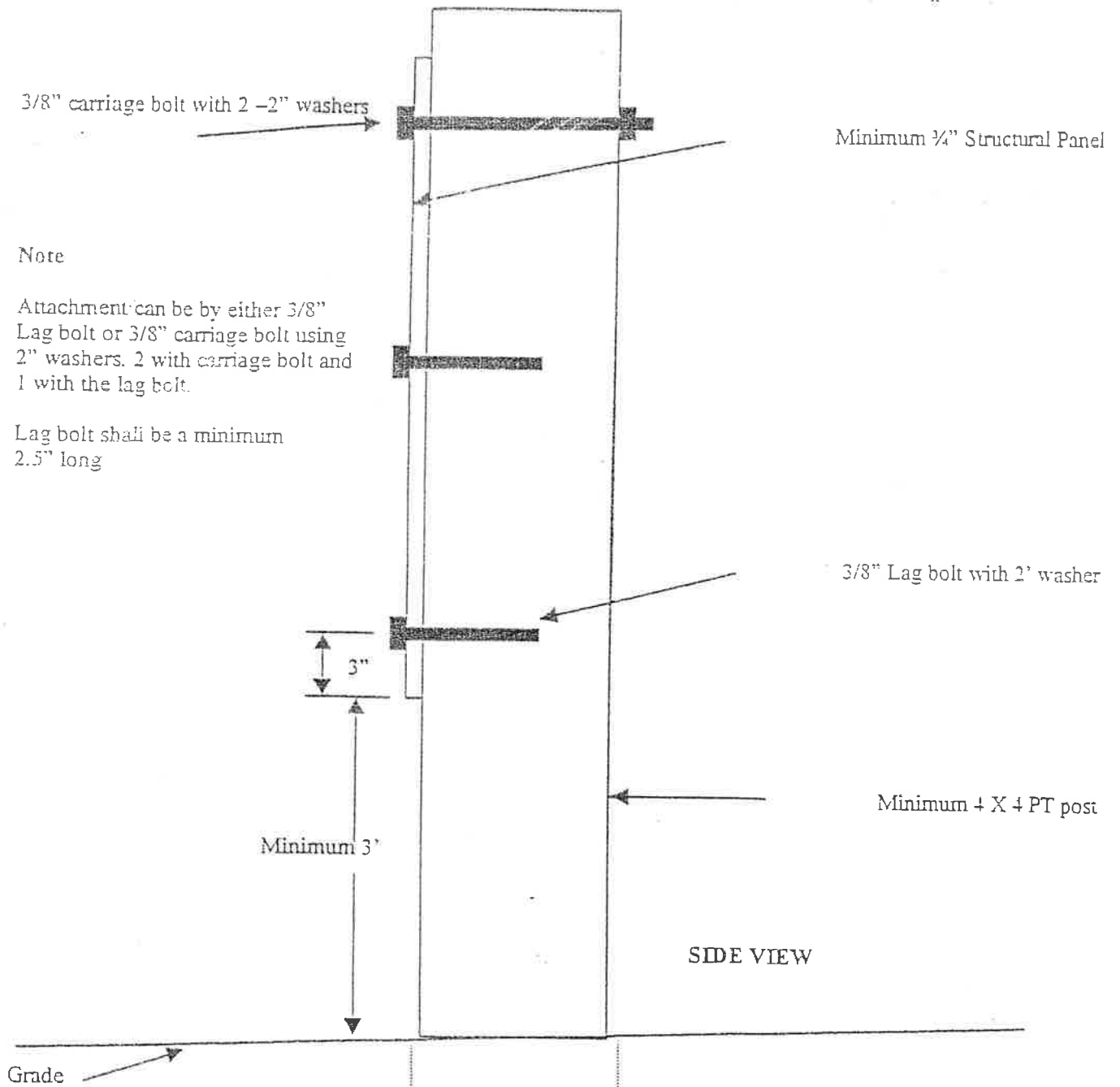
If the applicant for the sign permit is not the owner of the building then an affidavit is required from the owner authorizing the tenant to apply for and install the sign for his/her space.

Contact the building inspection department for an authorization form. (352)334-5050

MINIMUM GROUND MOUNTED SIGN REQUIREMENTS
WITHOUT WIND-LOAD CALCULATIONS
ANY DEVIATIONS REQUIRE LICENSED PROFESSIONAL



SIGN ATTACHMENT DETAIL



Drawing is not to scale !!

SIGN ATTACHMENT FRONT VIEW

