



Alachua County
Department of Growth Management
 10 SW 2nd Ave., Gainesville, FL 32601
<http://growth-management.alachuacounty.us>

Submit Application to: **Building Division**
 building@alachuacounty.us
 Tel. 352.374.5243
 Fax. 352.491.4510

SIGN PERMIT APPLICATION INFORMATION

Alachua County ULDC - Ch. 407. Article 3 Signs

PROPERTY DESCRIPTION

Property Owner/DBA: _____
 Development Name (if applicable): _____
 E-911 Address: _____ Value of Construction (job cost): _____
 Tax Parcel #: _____ - _____ - _____ Section: _____ Township: _____ Range: _____

CONTRACTOR INFORMATION

Contractor: _____ Alachua County Certification #: _____
 Contact Name: _____ Phone: (____) _____ - _____ Email: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____

TYPE OF SIGN(S)

- | | | |
|---|--|--|
| <input type="checkbox"/> Freestanding Sign | <input type="checkbox"/> Projecting Sign | <input type="checkbox"/> Window or Door Sign |
| <input type="checkbox"/> Building Sign | <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Development Entry Sign | <input type="checkbox"/> Portico or Entry Sign | |

SIGN AREA CALCULATIONS FOR PERMANENT SIGNS IN NONRESIDENTIAL DEVELOPMENT

BUILDING SIGNS

- Front building elevation of principal building or of storefront for tenant: Length x Height = _____ square feet of Building Elevation
 _____ square feet of Building Elevation x 25% = _____ **square feet of Total Area of Allowable Building Signage**
 _____ **square feet of Total Area of Proposed Building Signage**
- For multi-tenant buildings: **Maximum #** of building signs = # of public entrances on principal building(s) _____ + 2 = _____
Proposed number of building signs = _____

FREESTANDING SIGNS

- Sign area: _____ • Overall height of sign: _____ • Type of illumination: _____

ELECTRONIC MESSAGE CENTERS

- Total sign area = _____ square feet x 20% = _____ **square feet of LED sign area ≤ 10 square feet Maximum Allowable**

REQUIRED ATTACHMENTS

- Site plan locating all existing and proposed signs
- Dimensioned building elevations with proposed signs
- Dimensioned details of all proposed signs including materials and existing and proposed lighting

FOR BUILDING DIVISION USE ONLY

Permit Number: _____ Date Received: _____ Building Specialist Initials: _____

APPROVED: Yes No

Director of Growth Management or Designee: _____ Date: _____