



Alachua County, Board of County Commissioners
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 REQUIREMENTS

Two copies of the following information must be submitted to apply for a sign permit:

- Type of sign(s) or advertising structure(s) as defined in Chapter 410 of the ULDC (freestanding sign, building sign, window sign, awning sign, etc.)
- The value of the sign(s) or advertising structure(s).
- All materials required by the applicable provisions of the Florida Building Code.
- Copy of any approved TOD Freestanding Signage Plan in effect for the proposed site on which the sign will be located, and reference to the location or provision(s) of the plan showing the proposed sign type, if applicable.
- Copy of the approved development plan for the site, if applicable, or a site plan showing existing and proposed buildings and existing and proposed signs on the site, including information on sign types and locations.
- For building signs, a diagram showing the total area of the front building elevation of the principal building (or storefront only for tenants in multiple tenant developments) and number of public entrances, including calculation of $\frac{1}{4}$ of front elevation, distance from building and type of sign (channel letter, cabinet, etc.) for all proposed building signs.
- For freestanding signs, a diagram showing all dimensions at a scale of $\frac{1}{2}$ " - 1' and overall height of the sign(s) measured from the highest point of the sign structure to the elevation of the centerline of the adjacent street or highway from which principal access is provided.
- The total area of all sign(s) or advertising structure(s). If a sign has multiple faces and the distance between faces at its widest point is greater than three feet, all faces must be counted toward the total area.
- Type of lighting proposed for each sign (for lighting types allowed, see Chapter 407, Article 3, Signs, of the ULDC). For cabinet style signs, clearly indicate on the diagram what portions of the sign are opaque and what portions are translucent. For illuminated signs within the A-RB district a photometric survey indicating foot-candles at the nearest property line must also be submitted.
- Written approval by the utility provider that the location of a freestanding sign meets the utility provider's requirements.