

**PASCO COUNTY  
DEVELOPMENT REVIEW DIVISION  
CHECKLIST FOR SIGN PERMIT COMPLETENESS**

PROJECT NAME: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ (Pasco County)

A sign permit application submitted under the provisions of Section 307.1, Sign Permits, of the Land Development Code shall include the information listed below. Additional information may be required at the time of technical review.

\_\_\_\_\_ 1. Administrative Review Fee \$50.00 (Resolution No. 03-79)

\_\_\_\_\_ 2. Submit three (3) site plans to include the following:

- \_\_\_\_\_ A. Scaled or accurately dimensioned site plan showing building layout(s), location on parcel, establishment frontage dimensions, and sign location on building face or property.
- \_\_\_\_\_ B. Show proposed location and setback footage from property line to the leading edge of ground sign(s). Or show proposed location and setback from R-O-W line and setback from intersections of R-O-W.
- \_\_\_\_\_ C. Show location of and distance from any existing signs and trees on location.
- \_\_\_\_\_ D. Zoning Classification.

Florida Building Code (FBC):

\_\_\_\_\_ 3. Applicant must fill out the Building Permit Application correctly

- A. Wall signs: 1-application per building elevation.
- B. Ground signs: 1-application each.

\_\_\_\_\_ 4. Submit three (3) sets of structural drawings to include the following:

- \_\_\_\_\_ A. Size of sign structure.
- \_\_\_\_\_ B. Height of ground signs at grade level.
- \_\_\_\_\_ C. All plans for signs must be signed and sealed by a Florida registered engineer. \*\*  
**Exceptions:** wall signs that meet all the following conditions and shown on drawings:
  - Sign stands off of the building no more than 12 inches, including the sign itself,
  - Sign anchorage consists of at least 3/8 metal anchors, bolts or expansion screws,
  - Anchor screws embed at least 5 inches into the supporting wall, and
  - No wood blocks are used in the anchorage assembly, unless the anchorage is directly into a wood-framed wall.
- \_\_\_\_\_ D. Two (2) sets of wind load calculations, signed & sealed by a Florida registered engineer. (Except those excluded in 2D above) \*\*  
**\*\* NOTE: ALL SEALED ENGINEERING DOCUMENTS MUST REFERENCE THE 2007 FLORIDA BUILDING CODE AND THE 2009 SUPPLEMENT.**
- \_\_\_\_\_ E. Indicate total square footage of sign copy area.
- \_\_\_\_\_ F. Elevation drawing and specifications to advise the county of construction, finish materials, manner of illuminating, and method(s) of securing or fastening.

\_\_\_\_\_ 5. Awning flame certificate stating flame resistant in accordance with NFPA 701.

\_\_\_\_\_ 6. Approved copy of Pasco County Right-of-Way Use Permit, and Maintenance & License Agreement if sign is in a Pasco County Right-of-Way.

\_\_\_\_\_ 7. Notarized consent letter from the property owner.

\_\_\_\_\_ 8. Stake must be placed at exact location of proposed ground signs.

For each permit issued, the permittee shall permanently affix a permit identification tag which shall be printed or impressed thereon a number corresponding to the permit number plus any additional information deemed appropriate by the County Administrator or his designee. Said tag shall be no smaller than five (5) inches by two (2) inches and shall contain numbers not less than one (1) inch high.

**THE SUBMITTAL OF PLANS WILL BE REJECTED FOR COMPLETENESS UNLESS ALL APPLICABLE INFORMATION IS PROVIDED AS INDICATED ABOVE AND A SIGNED CHECKLIST IS ATTACHED.**

<b>This permit application and corresponding submittal attachments do not include any installation of signs listed in the Pasco County Land Development Code Section 601.4 "Signs Specifically Prohibited."</b>		
_____ / / <b>Applicant Signature</b>	_____ <b>Date</b>	_____ <b>Printed Name</b>

Reviewed By: \_\_\_\_\_  
(Pasco County)

Date Accepted: \_\_\_\_\_