



**SIGNS  
SUPPORTING DOCUMENTS & PLANS CHECKLIST**

SUPPORTING DOCUMENTS	
<b>DUE AT SUBMITTAL</b>	<input type="checkbox"/> Permit Application with property address, strap number, job name, job valuation, property owner, contact information for plan comments, and contractor* information (may list as "Out to Bid"). <b>NOTE:</b> If the owner is acting as his/her own contractor, Florida Statute 489.103(7) requires the owner to <u>personally appear</u> to sign the application. Notary service is provided free of charge. <b>(*Exception to Contractor/Owner-Builder requirement for non-illuminated wall-mounted signs, and non-illuminated ground signs not exceeding a surface sign area of 32 square feet and 10 feet in height.)</b> <input type="checkbox"/> One (1) set of drawings/plans, elevations, site plan, etc. which conform to the below checklist for new Ground Signs or Alterations to Existing Ground Signs, excluding copy changes and tenant panels. <input type="checkbox"/> Payment of all Plan Review Fees (refer to Permit Application Fee Calculators on City's website <a href="http://www.cityftmyers.com">www.cityftmyers.com</a> ) <b>Visit <a href="http://www.cityftmyers.com/1650/Electronic-Permits/">www.cityftmyers.com/1650/Electronic-Permits/</a> to learn about our Customer Self Service Portal</b>
<b>DUE AT ISSUANCE</b>	<input type="checkbox"/> Current Contractor Registration with The City of Fort Myers (separate registration form) <input type="checkbox"/> Subcontractor worksheet (Electrical, if applicable), as determined based on the scope of work <input type="checkbox"/> Sign Installation Authorization Addendum signed by owner, lessee, or authorized agent of either owner or lessee <input type="checkbox"/> Active/Issued Business Tax Receipt <input type="checkbox"/> Proof of ownership if different from Public Records of Lee County (due to a recent sale of property). A recorded deed is acceptable proof of ownership.
<b>DUE BEFORE 1<sup>ST</sup> INSP.</b>	<input type="checkbox"/> Certified copy of the Notice of Commencement signed by property owner, lessee, or agent of either, and notarized, (on our form) for all jobs in excess of \$2,500 as required per Florida Statute 713.135(d).

**SIGN PLAN REQUIREMENTS**

- Provide statement of compliance on all plans for signs with plastic panels or plastic components to read substantially as follows:  
**"This sign, including but not limited to all plastic or similar components thereof, has been designed in compliance with the Seventh Edition (2020) edition Florida Building Code including sec. 1609 Wind Loads and sec. 3107 Structural Requirements."** Sign Plan:
  - a. Size of sign to include length, width, and height.
  - b. Message on sign
  - c. Elevations – support structure
  - d. Fastener attachment details – method and materials used to attach sign to the wall
  - e. Footing details – description of underground depth, diameter, and materials used to support the structure *(For new ground signs or alterations to existing ground signs, excluding copy changes and tenant panels)*
  - f. Signed and sealed plans, by a structural Engineer, specifying positive and negative pressures on the sign face and provide clear, concise details on panel construction and attachment. **Blowout Panels Prohibited.** Engineer's certification shall apply to whole sign and MAY NOT omit reference to sign face or cabinet. *(For ground signs which exceed 20 feet in height or 40 square feet in diameter)*
  - g. Electrical details to include approved, stamped, listed device showing UL or listing ID#, and existing power supply at sign location.

**SITE PLAN**

- Site plan showing:
  - a. Design review committee stamp of approval *(if applicable)*
  - b. Setbacks to roads (include street names), property lines, ROW lines, easements, driveways, and wheel stops. *(For new ground signs or alterations to existing ground signs, excluding copy changes and tenant panels)*
  - c. Fire Protection Equipment *(For new ground signs or alterations to existing ground signs, excluding copy changes and tenant panels)*
  - d. Landscaping – One (1) square foot of planting or lawn for every two (2) square feet of sign within the immediate location of the sign. All planting plans are to be approved by the Public Works administrator. Such plantings may be counted toward normally required green space, as required by Chapter 138 of the City of Fort Myers Land Development Code. *(For new ground signs)*

**ADDITIONAL INFORMATION**

- No sign between a height of 2 ½ feet and nine feet above the centerline grades of intersecting streets, or signs with a column cover exceeding 24 inches in any dimension shall be permitted within 25 feet of the intersection of the right of way of two streets, or of a street, railroad or driveway.
- Fences, signs, vehicle parking spaces and other structures are not permitted within seven and one half (7'-6") feet in front of, or to the sides of, and four (4) feet to the rear of any hydrant or other fire department connections.
- Blade Signs (hanging signs) installed under canopies shall not obstruct fire sprinkler coverage where provided. (These are typically installed downtown)
- Ground stabilization (sod/mulching depending on existing conditions) shall be required in all disturbed areas.
- Separate Electric Trade Permit by licensed Electrical Contractor or Owner-Builder to install any additional electrical wiring
- Separate Right of Way Permit required to be secured prior to any work commencing in the Right of Way.