

Sign Permits Submittal & Inspections

General Sign Application Requirements

- Completed [Permit Application](#) and 3 copies of plans
- Notarized letter of authorization from Property Owner or Property Management Company (if the applicant is not the owner).
- [Subcontractor Job Card](#) for each permit application submitted (if applicable)
- Electrical scope of work and cost breakdown (if applicable)
- Copies of special approvals/variances received for project relating to signage (if applicable)
- Each free standing sign requires a separate permit application and separate plans
- All proposed building wall signage may be submitted on one permit application

Free Standing Sign (pylon, pole, billboard, and monument)

1. *Site Plan*

- Site plans drawn to scale with scale dimensions shown
- Lot lines and/or property lines clearly indicated with dimensions
- Label streets / roads / alleys
- North Arrow
- Easements with dimensions
- If sign is to be placed within a paved area or to protrude into a paved area, indicate all off street parking
- If sign is to be placed in a landscaped area, delineate as such
- Indicate all existing structures
- Show all existing free standing signs and status of signs (i.e., to be removed, to remain) and setbacks from property line
- Show proposed free standing signs and setbacks from property line
- If more than one free standing sign is existing or proposed to be located alongside a single street frontage, indicate dimension between free standing signs
- Delineate all required visibility triangles (*see Diagram 1 on p.4*):
 - 10'x 10' at Driveways and Alleys
 - 45' x 45' at Street Intersections
 - 5'x 5' where Sidewalk and Driveway intersect

2. *Elevation drawing* of the proposed free standing sign indicating the following:

- Overall height of sign structure
- Individual dimensions of sign cabinets/cans
- Dimension of spacing between cans
- Dimension of clearance from lowest can to ground
- Proposed lettering and graphics of sign

3. Installation Plan

- Drawings must be sealed by a state certified design professional
- Size and type of footer and steel indicated
- Installation design must meet 135 m.p.h. Wind Load
- Listing and labeling as per NEC requirements if applicable
- Information regarding electrical and wiring plan (provided by a licensed electrician)
- Illuminated – No/Yes*
- Method could be approved by the Building Official

Building Wall Sign

1. Site Plan

- Site plan drawn to scale with scale dimensions shown on plan
- Label streets / roads / alleys
- North Arrow
- Indicate all existing structures
- For a multi-tenant center, highlight appropriate unit/store, and adjacent horizontal & vertical units
- Indicate all walls where signage is proposed or exists

2. Building Elevations where attached signs are proposed or existing

- Dimensions of the structure/store front
- All existing and proposed signage drawn on elevations with dimensions of signage, type of sign

3. Installation Plan

- Drawings must be sealed by a state certified design professional
- Complete mounting details
- Listing and labeling as per NEC requirements if applicable
- Information regarding electrical and wiring plan (provided by a licensed electrician)
- Illuminated – No/Yes*
- UL Listing if applicable
- Method could be approved by the Building Official

*The maximum brightness shall be 0.2 foot candles and shall be measured using the following formula:

$$\text{Measurement Distance} = \sqrt{\text{Area of EMC Sign Face (sq. ft.)} \times 100}$$

Temporary Signs (Banners, Wind Feather, Freestanding, Cold-Air Inflatable)

- A photo (or drawing) of the sign with dimensions indicated.
- A site plan or aerial view of the property showing the location of the sign. Signs must be located completely within private property boundaries and may not be located in the City right-of-way (typically the area between the sidewalk and the street).

What to include in the “scope of work” box on the permit application:

- The size and type of sign
- The period of time that the sign will be displayed.
- How the sign will be attached to the structure (for banners).

Temporary Sign Type****	Number Permitted	Time Frame Permitted***	Maximum Size (sq. ft.)	Maximum Height
Banner	2	14 days	48 sq. ft./banner	N/A
Freestanding	1	30 days	48 sq. ft.	8 feet
Wind Feather*	1	30 days	N/A	15 feet
Cold Air Inflatable**	1	10 days	25 feet, any dimension	25 feet

Table 1

*One wind feather flag per site or business may be permitted in lieu of a temporary banner or freestanding sign.

**One cold-air inflatable sign per site shall be permitted in commercial corridor, downtown, and suburban center districts. Sign must be firmly attached to the ground.

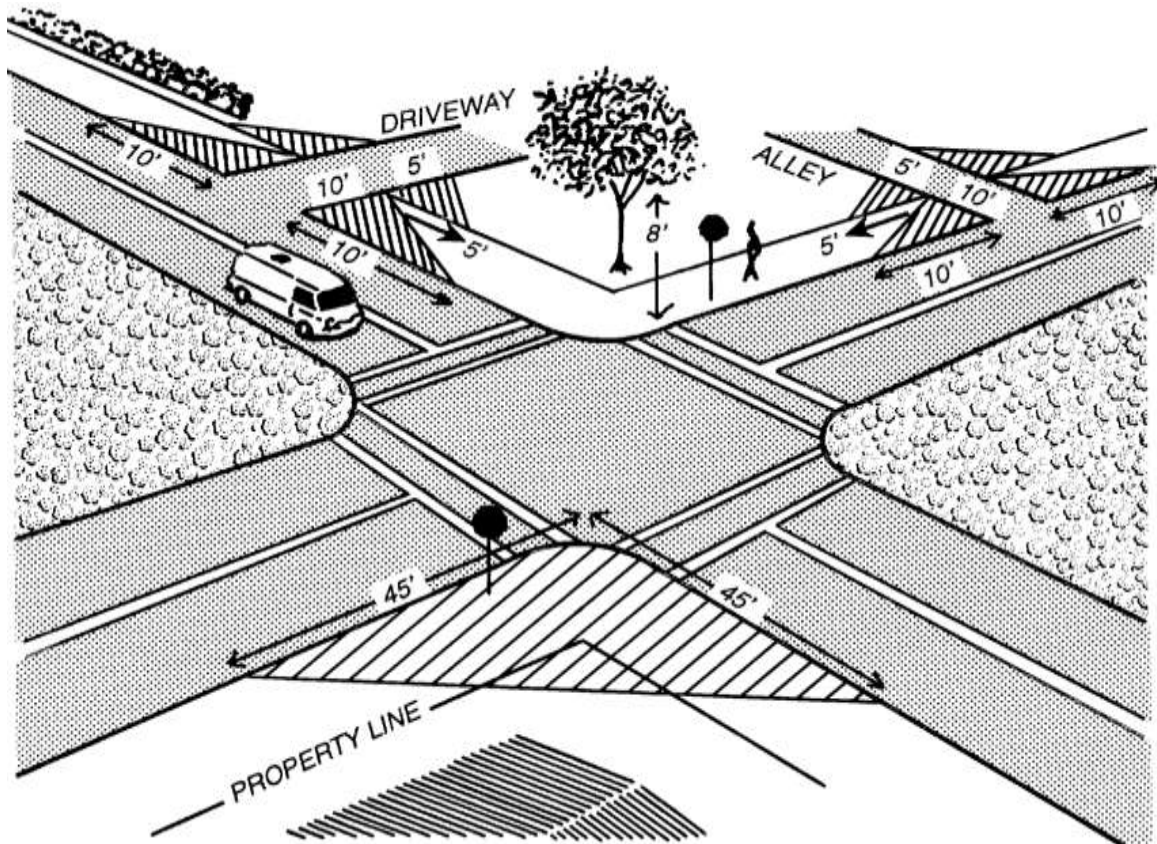
***Multiple occurrences may be included on one building permit, up to 4 occurrences per calendar year.

**** No inspection required for temporary signs listed in *Table 1*

Required inspections depending on the sign type are as follows:

<u>Free Standing(SBIL)</u>	<u>Wall Sign(SWAL)</u>	<u>Temporary(BAN)</u>
<input type="checkbox"/> 0112 Footer	<input type="checkbox"/> 0196 Building Final	Permit expiration per Table 1 applies at date of permit issuance
<input type="checkbox"/> 0196 Building Final	<input type="checkbox"/> 0296 Electrical Final	
<input type="checkbox"/> 0296 Electrical Final		

Inspections can be scheduled on-line at www.stpete.org/permits using your permit number or by calling 727-893-4104 and entering your phone access code and inspection code.



Visibility Triangle Diagram 1

Types of Temporary Signs Definition

Banners

Sign of fabric or similar material that is mounted to a pole, a structure, or a building at one or more edges. Banners must be attached to an existing freestanding sign structure or to a legally permitted structure or building and may not be placed on perimeter fencing, walls, or dumpster enclosures.

Wind feather

Temporary lightweight sign comprised of a frame pole and/or base which may be made of metal, plastic or any other substance, to which a vinyl, nylon, canvas, polyester, or other type of fabric, sign is attached.

Freestanding

A sign supported by a structure or support that is placed on or anchored in the ground and that is structurally independent of any building or other structure.

Cold-Air Inflatable

Stationary promotional balloons and other type of inflatable devices.

For additional information please refer to Muni Code Section 16.40.120 – Sign Code:

https://library.municode.com/fl/st._petersburg/codes/code_of_ordinances?nodeId=PTIISTPECO_C H16LADERE_S16.40.120SICO