

**SIGN PERMIT APPLICATION**

**SIGN LOCATION INFORMATION:**

Business Name:	Contact Name:
Address:	City/State/Zip:
Phone:	Email : <input type="checkbox"/> Owner <input type="checkbox"/> Other

**SIGN CONTRACTOR INFORMATION:**

Name:	Contact Name:
Address:	City/State/Zip:
Phone:	Email:

**PERMANENT SIGN:**

<b>NUMBER OF SIGN(S):</b> ___ Monument ___ Wall		<b>ESTIMATED COST OF WORK:</b> \$ _____
<b>1<sup>st</sup> - Monument Sign</b> Height ___ ft. / Length ___ ft. Sign Structure _____ sq. ft. <i>(Includes base of sign)</i> Sign Face _____ sq. ft. Setback ___ ft.		<b>2<sup>nd</sup> - Monument Sign</b> Height ___ ft. / Length ___ ft. Sign Structure _____ sq. ft. <i>(Includes base of sign)</i> Sign Face _____ sq. ft. Setback ___ ft.
<b>1<sup>st</sup> - Wall Sign</b> Wall Length ___ ft. Sign Height ___ ft. Sign Length ___ ft. Sign Square Feet _____	<b>2<sup>nd</sup> - Wall Sign</b> Wall Length ___ ft. Sign Height ___ ft. Sign Length ___ ft. Sign Square Feet _____	<b>Permit Fees:</b> 0 – 75 Sq. Ft. <b>\$30.00</b> 76 – 150 Sq. Ft. <b>\$45.00</b> 151 – 225 Sq. Ft. <b>\$60.00</b> 226 Sq. Ft. - & over <b>\$75.00</b> <i>(Above fees do not include electrical permit if applicable.)</i>

**TEMPORARY SIGN:**

<b>NUMBER OF SIGN(S):</b> <input type="checkbox"/> Banner <input type="checkbox"/> Yard Sign <input type="checkbox"/> Inflatable	<b>DISPLAY DATES:</b> _____ to _____
<b>SIGN 1:</b> Height ___ ft. / Length ___ ft. / Square feet _____	
<b>SIGN 2:</b> Height ___ ft. / Length ___ ft. / Square feet _____	<b>No Permit Fees for Temporary Signs.</b>

**Permanent Sign Information:**

Free standing signs shall be monument or ground signs setback a minimum of five (5) feet from the right-of-way and outside of sight triangles. The applicant shall provide a site plan showing the location of the sign(s), rendering with sign dimensions, footing and electrical details, copy of the sign contractor's business license and photo ID.

**Temporary Sign Information:**

Temporary signs may be displayed up to sixty (60) days in a calendar year for the same business or organization. Temporary signs must be outside of all right-of-way areas and sight triangles and are limited to one per road frontage which may include a banner not to exceed 32 square feet in size, 4 square foot yard sign, or inflatable sign. Banners shall be securely mounted to a building wall, existing free standing sign or to the ground. Temporary signs are not permitted to be mounted to a fence or retaining wall. The applicant shall provide a site plan showing the location of the sign(s) and a rendering or picture of the sign(s) with dimensions.

A full description of the sign code can be found within Article 9-18 of the Unified Land Development Code located on our website at [www.gainesville.org/codes-1](http://www.gainesville.org/codes-1).

**I HEREBY CERTIFY THAT I HAVE READ AND COMPLETED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT.  
I UNDERSTAND THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES AND NO WORK WILL BEGIN UNTIL A PERMIT HAS BEEN ISSUED.**

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR

\_\_\_\_\_  
DATE

**E-mail completed application and all required information to [planning@gainesville.org](mailto:planning@gainesville.org) or fax to 770-297-7826.**

Last Updated 2020-03-05