



228 S. MASSACHUSETTS AVE.  
 LAKELAND, FLORIDA 33801-5086  
 863/834-6012  
 TDD 863/834-8333

## Sidewalk Sign Permit Submittal Checklist

This checklist is provided to assist customers in submitting complete permit applications and plans, which smooths and speed the permit approval process. While the checklist is thorough, it is not exhaustive and does not apply to every permitted project type.

**Contractors:** Please note that application for this type of permit must be made through eTRAKiT, with plans submitted through ePlan.

<input type="checkbox"/> Sign Permit Application	Complete all information on the <a href="#">Sign Permit Application</a> in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 863-6012.
<input type="checkbox"/> Site plan showing the location of sign.	This may be a copy of a survey or a hand drawn site plan showing the following; <ul style="list-style-type: none"> <li><input type="checkbox"/> Overall sidewalk width (must be a minimum of 10 feet),</li> <li><input type="checkbox"/> Unrestricted pedestrian movement area of the sidewalk (must be a minimum of 5 feet).</li> <li><input type="checkbox"/> Location of trees, fire hydrants, permitted tables and chairs, etc.</li> <li><input type="checkbox"/> Location of sign and distance from curb (2 feet minimum) as well as relationship to other items on the sidewalk.</li> <li><input type="checkbox"/> One (1) sidewalk sign is allowed per principal ground-floor retail business use frontage.</li> <li><input type="checkbox"/> Sign shall not be placed where it interferes with other sidewalk fixtures and/or ramp.</li> <li><input type="checkbox"/> Sign shall not be attached to any tree, light pole, fire hydrant, street furniture or similar fixed object.</li> </ul>
<input type="checkbox"/> Certificate of Insurance	Must show Comprehensive General Liability with limits of at least \$300,000 per occurrence naming the City of Lakeland as an additional insured and an agreement to indemnify and hold the city harmless in any claim or cause of action against the city arising from the placement of such signs. Violation of any provisions or conditions of the section shall be grounds for revocation of the sign permit.
<input type="checkbox"/> Proposed sign	This may be a drawing, rendering or a photograph of the proposed sign showing; <ul style="list-style-type: none"> <li><input type="checkbox"/> Dimensions- overall height and width</li> <li><input type="checkbox"/> Maximum sign area is six (6) square feet per side. Sign area excludes the sign structure as defined by Article 36 of the Land Development Regulations.</li> <li><input type="checkbox"/> Maximum number of sides is two (2).</li> <li><input type="checkbox"/> Sign height is maximum four (4) feet and minimum of three (3) feet.</li> <li><input type="checkbox"/> Color(s)</li> <li><input type="checkbox"/> Materials</li> <li><input type="checkbox"/> Sign surface area including material and color</li> <li><input type="checkbox"/> Sign must be portable but stable.</li> <li><input type="checkbox"/> Sign may contain changeable copy area which shall consist of chalkboard or whiteboard only.</li> <li><input type="checkbox"/> Sign may have transparent sleeve/holder where temporary print material may be displayed.</li> </ul>

<input type="checkbox"/> DOT approval	Signs on South Florida Ave are subject to Florida Department of Transportation regulations.
<input type="checkbox"/> Indemnification Form	Must sign and notarize Indemnification Form.