



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

SIGN 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 Application 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 contact the Building Inspection Division (863) 834-6012 or buildinginspection@lakelandgov.net .
<input type="checkbox"/> Acceptable Site Plan	One of the following may be used from which to create an acceptable site plan. <ol style="list-style-type: none"> 1. A copy of an existing survey, or 2. An aerial photograph may be used with building and site dimensions added if the building or location is clearly visible. The Property Appraiser’s website (www.polkpa.org) is a source for aerials, lot dimensions and the “pic” report shows building dimensions, or 3. A neatly hand drawn or computer generated site plan is acceptable. Site Plan must include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Street address <input type="checkbox"/> Property dimensions with property lines <input type="checkbox"/> Abutting streets and names <input type="checkbox"/> Existing structures and dimensions (required for wall signs only) <input type="checkbox"/> Easements <input type="checkbox"/> Proposed or existing ground sign locations with distances from property lines. Include a measurement from the inner edge of sidewalk to the leading edge of the sign. The minimum setback is <i>typically</i> 5 feet from the property lines.
<input type="checkbox"/> Construction Plans must include the following:	<ul style="list-style-type: none"> <input type="checkbox"/> Plans must show the size and location of sign(s). <input type="checkbox"/> Color illustration of signage and supporting structures. <input type="checkbox"/> Methods of attachment, materials used and construction details. <input type="checkbox"/> Signs more than 50 square feet are required to be designed and sealed by an Architect or Engineer. <input type="checkbox"/> New sign installations requiring poles and/or footers for signs higher than 6 feet are required to be designed and sealed by an Architect or Engineer. Location of the footing must show the distance from the inner edge of sidewalk, leading edge of the structure or other structures as needed to determine an accurate location.
<input type="checkbox"/> Face Change Only	<ul style="list-style-type: none"> <input type="checkbox"/> Provide a depiction of the new face that will be replacing the existing one. <input type="checkbox"/> Ground sign applications must include a site plan showing the location and height of existing sign.
<input type="checkbox"/> Size of Signs	<ul style="list-style-type: none"> <input type="checkbox"/> To calculate the maximum allowable total wall sign are; WL (wall length or tenant space length) x WH (wall height, up to a maximum of 15 feet) x 12.5%. <input type="checkbox"/> To calculate the size of a ground sign please refer to Article 4 Figure 4.9-6 Sign Regulation of the LDR.
<input type="checkbox"/> Letter of Approval	<ul style="list-style-type: none"> <input type="checkbox"/> Letter from the property owner granting approval to erect the sign unless owner is also the occupant.
<input type="checkbox"/> Notice of Commencement	Before you can obtain the first inspection, you must submit a filed copy of the Notice of Commencement Form to the City of Lakeland Building Inspection Division if the project is over \$2,500.