



BUILDING & ZONING DIVISION MINIMUM PLAN REQUIREMENTS & FORM SIGNS

City of Sarasota
Building & Zoning

(941) 263-6494

Please provide the following information.

*Check off each box and fill in each blank. **One (1)** copy of the application completely filled out and signed.*

I. AN ELECTRICAL SUB-FORM IS REQUIRED FOR ELECTRICAL WORK. []

II. TWO (2) COPIES OF A SITE PLAN (AS SHOWN ON BACK) DRAWN TO SCALE, ILLUSTRATING: []

PLEASE NOTE: AN AERIAL PHOTO USED AS A SITE PLAN IS NOT ACCEPTABLE. THE SITE PLAN ON BACK OF THIS FORM IS A SAMPLE OF WHAT A SITE PLAN NEEDS TO LOOK LIKE.

A. An arrow indicating North. []

B. The name(s) of adjacent street(s). _____

C. Setback (in feet) of the sign from front and side property lines. Front: _____ Side: _____

D. Width of the property. _____

E. Width of the building (frontage). _____

Note: A sample Site Plan appears on the reverse of this form that may help you create a site plan for your property and project. Please note that your site plan must contain all of the measurements indicated.

III. TWO (2) COPIES OF A SET OF DRAWINGS, ILLUSTRATING: []

A. For ground signs, show a cross section detailing the following:

1. The structural materials. []

2. The height above grade. _____

3. Dimensional penetration below grade. []

4. Footing dimensions and rebar. []

5. A complete electrical wiring diagram. []

6. Square footage of face. _____

7. Supports. []

B. For wall signs, show a cross section detailing the following:

1. The structural materials. []

2. The height of the base of the sign above grade. _____

3. The side of the building where the sign is located. _____

4. Type and extent of anchorage to wall. []

5. Square footage of face. _____

C. For awnings with signage and canopy signs:

1. The material(s) used to make the sign. []

2. Dimension of the letters or sign. _____

3. Distance from the sign to the ground. _____

4. A complete electrical wiring diagram if the sign contains any electrical components. []

**IV. A WRITTEN LIST OF ALL EXISTING SIGNS ON THE PROPERTY, INCLUDING THEIR TYPES AND SIZES (PICTURES ACCEPTED).
Please attach this list as a separate sheet. []**

IMPORTANT NOTICE: IF YOU ARE A TENANT APPLYING FOR A SIGN PERMIT FOR LEASED SPACE ATTACH A SIGNED AND NOTARIZED LETTER FROM THE OWNER OF THE PROPERTY GIVING YOU PERMISSION TO SIGN THE PERMIT . WE WILL NOT ISSUE A PERMIT TO A TENANT WITHOUT THE LETTER FROM THE OWNER ATTACHED.



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SAMPLE SITE PLAN

*Instructions for preparing a Site Plan. Your permit **WILL BE REJECTED** if your site plan does not include all elements discussed or shown below. There are no exceptions.*

- I. On an 8-1/2 x 11 sheet of standard paper (or larger), draw your individual property. Your drawing **MUST** be to scale and show adjacent street(s) and roads(s), with a direction arrow indicating north.
- II. Show **ALL** buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property. Where the shapes of building(s) differ, be sure to include measurements for the offsets from the lot lines or other parts of the building(s).

