

PERMIT SUBMITTAL REQUIREMENTS

Commercial Signs

View the [Pasco County Sign Ordinance \(PDF\)](#).

General Scope:

Commercial / Residential Signs

Examples of Types of Work:

Any permanent device, which is visible from a public place, and which is designed to attract attention to the subject matter of its copy or image.

Documents Required

- Site plan to include**
 - For Monument/Ground Signs:
 - Project Address or Parcel Description
 - Show the proposed location and setback footage from the property line to the leading edge of the ground sign(s). Or show the proposed location and setback from the Right of Way line and setback from intersections of Right of Way.
 - Easements
 - For Wall Signs:
 - Project Address or Parcel Description
 - Show the proposed location on the elevation of the building that the proposed sign will service.
 - Show location and dimension of any existing signage on the elevation where the proposed sign is going.
- Digitally Signed and Sealed Construction Drawings to include:**
 - For Monument/Ground Signs:
 - Reference to current Florida Building Code
 - Reference to current National Electrical Code (if applicable)
 - Elevation Drawing of Proposed Sign
 - Foundation/Footers details.
 - Connection Details (base and cabinet)
 - Materials (base and cabinet)
 - Type and location of illumination method
 - For Wall Signs:
 - Reference to current Florida Building Code
 - Reference to current National Electrical Code (if applicable)
 - Elevation drawing of proposed sign
 - Connection details (to raceway [if applicable] and/or to wall)
 - Materials
 - Type and location of illumination method (if applicable)
- Notarized consent letter, on letterhead, from the property owner**

Special Conditions:

- Stake must be placed at the exact location of the proposed ground signs.

- For each permit issued, the permittee shall permanently affix a permit identification tag which shall be printed or impressed thereon a number corresponding to the permit number plus any additional information deemed appropriate by the County Administrator or his designee. Said tag shall be no smaller than five inches by two inches and shall contain numbers not less than one inch high.

Applicable Codes

2020 Florida Building Codes, 7th Edition

Building

Residential

Existing

Energy Conservation

Mechanical

Plumbing

Accessibility

Fuel Gas

Test Protocols for High-Velocity Hurricane Zones

NEC 2017 – National Electrical Code

2020 Florida Fire Prevention Code, 7th Edition – comprised of NFPA 101, 2018 Edition and NFPA 1, 2018 Edition

Average Review Time for the month for this work type:

7 days

Tutorials, Helpful Videos & Reference Links:

PascoGateway Training page: <https://www.pascocountyfl.net/938/PascoGateway-Training>

Documents/Forms/Fees page: <https://www.pascocountyfl.net/867/Documents-Forms-Fees-Codes>

[Florida Administrative Code](#)

[Florida Building Code](#)

[Florida Fire Prevention Code, 5th Edition](#)

[Florida State Statutes](#)

[Pasco County Codified Ordinances](#)

[Pasco County Comprehensive Plan](#)

[Pasco County Land Development Code](#)

If you need assistance with this Permit application, please contact Building Construction Services (727) 847-8126, or signpermit@pascocountyfl.net and our staff would be happy to assist you.