

## APPLICATION REQUIREMENTS - Sign

**PRSG**

### Signs & Flagpoles

#### **General Requirements**

All documents must be completed and submitted for review.

- **Application Form**: Building Permit Application
- **Authorization Letter**: Notarized approval letter from the Property Owner or Management Company
- **Sign Detail Affirmation**: Must be signed by the qualifier

#### **Sign Requirements**

- **Construction Plans**: Plans showing **the method of attachments or engineering, color rendering of sign, dimensions of signage.**
  - For Wall Signs, an elevation drawing showing:
    - Height and width of unit or building
    - Placement of sign on elevation
    - Ten percent clear area
    - Floor plan showing units and placement of where signs are to be attached
- **Site Planning Document**: A proposed site plan showing the location of the sign.
  - For Freestanding Signs, also include:
    - Placement of sign
    - Setbacks from sign to property lines
    - Road frontage dimensions

#### **Flag Requirements**

- **Construction Plans**: Engineering and Flagpole specifications
- **Site Planning Document**: Placement of sign and setbacks from sign to property lines

#### **Additional Requirements**

Additional documents may be required based on information provided.

- **Owner-Builder Affidavit**: For owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors. Document must be signed in person and notarized by Collier County Growth Management staff.