
SIGN SUBMITTAL CHECKLIST

This checklist is provided to assist in submitting complete permit applications and plans, which will expedite the permit 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 CitizenServe on the [Putnam County Website](#) as well as the City of Palatka.

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 & Zoning Department at (386)329-0100 or <mailto:building-zoning@palatka-fl.gov>

APPLICABLE SITE PLAN

One of the following may be used from which to create an acceptable site plan:

1. A copy of an existing survey, or
2. An aerial photograph may be used with building and site dimensions IF the location is clearly visible. The Property Appraiser's website is a source for aerials and lot dimensions (<https://pa.putnam-fl.com/>).
3. A neatly hand-drawn or CAD site plan is acceptable.
Site Plan must include the following:
 - Street Address
 - Property dimensions with property lines
 - Abutting streets and names
 - Existing structures and dimensions (required for wall signs)
 - Easements
 - 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.

CONSTRUCTION PLANS MUST INCLUDE THE FOLLOWING:

- Plans must show the size and location of sign(s).
 - Color illustration of signage and supporting structures.
 - Methods of attachment, materials used and construction details.
 - Signs more than 50 square feet are required to be designed and sealed by an Architect or Engineer.
 - 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.
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FACE CHANGE ONLY

Provide a depiction of the new face replacing the existing one; like for like requires no permit.