

# Sign

## **Permitting Documents:**

- Permit Application Form

## **Permitting Documents:**

- Plan indicating the size, height, colors, and location of the sign.
- Supply UL or equivalent Listing approvals
- Indicate construction material and method of support/attachment of sign
- Letter of Authorization

## **Regulations & Requirements:**

1. Freestanding sign over 32 sq ft or 8 ft high needs sealed engineering design for foundation per NCO 50-43b.
2. In addition to complying with the requirements of the City of Naples Code of Ordinances, all signs must meet the structural and other standards regarding sign construction, erection, electrical wiring, etc., set forth in the Florida Building Code.
3. Non-electric sign contractors will not be issued a permit for an electrical sign.
4. The addition of a new circuit requires electrical plans.
5. In commercial complexes, the permitted signs must be uniform in design, including a color and lettering scheme, as well as shape and location on the building. The design must be consistent with the general character of the structures. A unified sign plan must be approved for any parcel on which the owner and/or tenant(s) propose to erect two or more signs requiring a permit.
6. More information can be found in City of Naples Code of Ordinances Section 50, Article II (Signs - Required Development and Design Standards), Section 58-914 (D-Downtown) and Section 58-1134(f) (Fifth Avenue Overlay District)
7. If the property is seaward of the Coastal Construction Control Line (CCCL) or within sight of the beach, all exterior lighting must comply with Section 52-61(b) of the Code of Ordinances. Please provide exterior lighting plan, manufacturer specifications for all proposed exterior fixtures and lamps, and a completed FWC fixture table.
8. If property is westward of the Coastal Construction Control Line (CCCL) proposed plans must correspond to the related City of Naples Coastal Construction Setback Permit (CCSL) permit.
9. If a sign is proposed to be placed in the public Right-of-Way, Utility Easement, or Drainage Easement, an approved Right-of-Way permit will be required.

## **Fees:**

The fee for this permit is \$100.00. A plan review fee, equal to 20% of permit fee, will be due at time of application. If plan review fee is less than \$30.00, it will be collected at time permit is issued, or upon withdrawal. The plan review fee is not refundable, nor is it credited to any other fee. Initial Required Building & Fire Code Inspections: \$35.00 each inspection. A \$25.00 fee will be charged for a zoning review.

Building Permit Fee Schedule-Muni Code- Appendix A 16-52

[https://library.municode.com/fl/naples/codes/code\\_of\\_ordinances?nodeId=PTIICOR\\_CH16COREPRMARE\\_ARTIAD\\_DIV2BUFE\\_S16-52PEFE](https://library.municode.com/fl/naples/codes/code_of_ordinances?nodeId=PTIICOR_CH16COREPRMARE_ARTIAD_DIV2BUFE_S16-52PEFE)

## **General Permitting Information:**

1. All permit applications must be submitted electronically through the City of Naples public portal.
2. Other supporting documents including but not limited to, variances, conditional use permits, DRB approvals and GDSP's etc., may be required based on scope of work and location of the jobsite.
3. If ownership of the property has recently changed a recorded Warranty Deed must be submitted.
4. Owner Builder must sign an affidavit.
5. Private Provider projects must submit Notice to Building Official.
6. Drawings prepared by an Engineer require a 3<sup>rd</sup> Party verifiable digital signature. All other design professionals may self-sign.
7. Projects west of the Coastal Construction Control Line (CCCL) may require prior approval from DEP and the City of Naples Natural Resource Manager.
8. Bald Eagle Nesting season occurs October 1st through May 15th. It is illegal to disturb nesting Bald Eagles. Contractors must comply with all requirements of the U.S. Bald & Golden Eagle Protection Act.
9. If the scope of work includes the planting of trees and shrubs, alterations to or construction of any driveways or driveway aprons, or any other work in the City Right of Way (ROW), a right of way permit application must be submitted, and the \$150 Right-of-Way fee will be required prior to review.
10. If a new driveway is proposed, or an existing driveway will be altered, a driveway permit application will be required as well as a driveway diagram form.
11. All work performed in a Multi-Family building required an approval letter from the HOA.
12. An approved Tree Alteration Permit is required before altering, trimming, disturbing, or removing any city tree per Muni Code Chapter 38.
13. Check/verify deed restrictions based on location of the jobsite, association approval may be required.
14. Call 48 hours before you dig. Call Sunshine 1-800-432-4770. It's the Law in Florida.
15. Copies of plans approved by the City of Naples must be available to the inspector at all job sites when requesting inspections.
16. All Contractor Licensing registration for the City of Naples is maintained by Collier County Contractor Licensing. To register or update license/insurance information, please contact them at (239) 252-2431.
17. It is the responsibility of the contractor to obtain a Certificate of Occupancy or a Certificate of Completion by contacting the Building Department once all final inspections are complete.