



City of Inverness

Community Development Department
212 West Main Street – Inverness, Florida 34450
(352)726-3401 - Fax (352)726-5473

DDS@Inverness-fl.gov

SIGN PERMIT APPLICATION CHECKLIST

Please note that incomplete applications cannot be accepted for review

- 1. Contractor Registration application filled out in its entirety, if not already done so.
- 2. Building permit application filled out in its entirety.
- 3. Copy of Contract
- 4. Recorded Notice of Commencement if valuation is over \$2500.00
- 5. Three sets of site plans, showing all existing structures on property and proposed sign locations.
Show setbacks if signs are free-standing.
- 6. Three sets of sign plans showing the wording and dimensions.
- 7. Construction material of the signs; along with the method of fastening signs to structures.
Signs must meet the Florida Building Code wind requirements.
- 8. Three sets of building elevations and if installing wall signs with dimensions of the front of the building,
Facing the road (height and width).
- 9. If the sign is in the Central Business District or on a historic building, sign must be approved by the
AARC before permitting.
- 10. If the sign is electrical, a licensed electrician must be registered with the City of Inverness and be listed
On the building permit

BUILDING PERMITS ARE REQUIRED FOR ALL SIGN WORK