



SIGN PERMITS

228 S Massachusetts Ave
Lakeland, FL 33801
(863) 834-6012
www.lakelandgov.net

How do I apply for a sign permit?

Sign permits should be applied for online using the [iMS](#) permitting system. For further information on using the iMS system, please click [here](#), or go to the following:
<https://www.lakelandgov.net/departments/community-economic-development/building-inspection/ims>.

Following submission of your Sign permit application in iMS, you will receive an email notification to upload the documents listed below into our plan review system, ePlan ProjectDox. All documents must be uploaded in .pdf format.

PLEASE NOTE: Each sign requires a separate permit application.

What documents do I need to Submit with my permit application?

Please see the checklist of documents below. An explanation of each document type is also provided.

Complete Set of Plans	<ul style="list-style-type: none"> Plans must show the size and location of sign. 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. All plan documents must be signed and sealed by the Architect or Engineer. New sign installations requiring poles and/or footers for signs 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. <p>All documents must be uploaded in .pdf format. Plan sheets must be uploaded as one page per file.</p>
Site Plan	<p>The Site Plan must include the following:</p> <ul style="list-style-type: none"> Street address. Property dimensions with property lines. Abutting streets and name.

	<ul style="list-style-type: none"> Existing structures and dimensions (required for wall signs only) 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.
Face Change Only	<p>Provide a rendering or artwork depict of the new face that will be replacing the existing one.</p> <p>Ground sign applications must include a site plan showing the location and height of existing sign.</p>
Size of Signs	<p>To calculate the maximum allowable total wall sign area:</p> <p>WL (wall length or tenant space length) x WH (wall height, up to a maximum of 15 feet) x 12.5%.</p> <p>To calculate the size of a ground sign please refer to Article 4 Figure 4.9-6 Sign Regulation of the LDR</p>
Letter of Authorization	<p>Letter from the property owner granting approval to erect the sign unless owner is also the occupant.</p> <p>A Letter of Authorization form can be found by clicking here or at letter-of-authorization-to-obtain-a-sign-permit.pdf (lakelandgov.net)</p>
Notice of Commencement (NOC)	<p>The State of Florida requires a Notice of Commencement form to be submitted for all projects with a job value over \$5000. The completed NOC should be taken to the Polk County Clerk of Courts to be recorded. Once recorded, the NOC must be submitted to the Building Inspection Division prior to your first inspection.</p>