

SIGN PERMIT CHECKLIST

- ☐ 1. Building Permit Application filled out and notarized.
- ☐ 2. Proof of property ownership; in case of new ownership, will require a copy of the deed.
- ☐ 3. Three sets of engineered drawings for all signs submitted. Sign packets must be mailed or dropped off; the City of Inverness does not accept electronic copies.
- ☐ 4. Sign submittal to include:
 - ☐ a. Size and square footage of each sign submitted.
 - ☐ b. Construction material of proposed signage.
 - ☐ c. Method of fastening signs to structure.
 - ☐ d. Building elevations.
 - ☐ e. Site plan showing locations of proposed signage.
- ☐ 5. Notice of Commencement is required to be filled out, signed, notarized and then recorded at the Citrus County Clerk of Courts located at 120 N. Montgomery Avenue, if job is \$5,000.00 or more. The City of Inverness will require a copy of the recorded N.O.C. prior to inspection.
- ☐ 6. If proposed signage is for the Central Business District (CBD), proposed signage is required to go before the Architectural Aesthetic Review Committee for approval.
- ☐ 7. Contractor Registration Application is required. The contractor is required to submit the following:
 - ☐ a. Contractor Registration Application, completed.
 - ☐ b. Copy of contractor license
 - ☐ c. Copy of driver's license
 - ☐ d. Updated Liability & Workers Compensation Insurance Listing the City of Inverness as a certificate holder.
 - ☐ e. Copy of current business name from Sunbiz.Org.
 - ☐ f. A list of authorized agents on the business letterhead.
- ☐ 8. If signage has electrical and the contractor is not an electrician, a licensed electrician, registered in the City of Inverness is required to sign onto the permit as a sub-contractor.
- ☐ 9. Please allow 2-3 days for processing the permit.
- ☐ 10. Inspections are scheduled only on Mondays, Wednesdays and Fridays.
- ☐ 11. Failed inspections will be charged \$50.00; and must be paid prior to final inspection.
- ☐ 12. For more information on signs, please refer to the City of Inverness' Land Development Code on MUNICODE, Chapter 2, Section 2.10 – signs.

**ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT
352-726-3401 OR DDS@INVERNESS.GOV**