

Sign Requirements

Monument Signs, Wall Signs, Vinyl Sign Changes or Additions, and removal of signs.

Administrative:

- Owner/Builder Disclosure form Signed and Notarized in office if applicable.
- Updated Worker's Compensation exemption or certified to the City of DeLand uploaded into the attachments of the application.
- A recorded [Notice of Commencement](#) for any improvement in which the contract price is greater than \$5,000. This must be submitted prior to scheduling the first inspection.

Plans:

- Renderings showing all existing signs with locations and dimensions (Must show indication of any signs to be removed).
- Renderings showing proposed sign(s) with locations and dimensions.
- Signed and sealed Engineered plans, if applicable, for proposed sign(s).
- Electrical plans if applicable.
- Plans showing how the sign is sheathed if it is a Pole Sign.
- Each sign type shall be permitted separately.
- Contact the Building Department to inquire about your scope of work if you don't see what you are proposing to do in the main list at building@deland.org or by calling any one of the following phone numbers – 386-626-7006, 386-626-7007, 386-626-7008, 386-626-7009, or 386-626-7010.

Please note: other plans may be required to complete the review process based on individual permitting needs.