City of Jacksonville - Department of Public Works
Building Inspection Division

Acknowledgement of Signage Area Compliance

Revised 11.5.2026

This acknowledgement is intended to document that the authorized business owner, tenant, or representative for the business acknowledges and shall comply with the wall sign permit's approved calculated signage coverage area and agrees to not exceed the MAXIMUM allowable signage coverage area.

Permit number: _____
Business Name: _____
Address: _____

I am the authorized owner, tenant, or representative for the above business and I am authorized to execute this acknowledgement on behalf of the above business.

I acknowledge the proposed signage coverage area is approximately _____ square feet, and the maximum allowable coverage area is _____ square feet.

I acknowledge that there is approximately _____ square feet of additional available area (maximum allowable coverage area minus proposed signage area square footage) and agree that any additional signage will not cause the maximum coverage area to be exceeded.

I attest that the statements contained herein this acknowledgement are true and correct to the best of my knowledge.

Name (print): _____

Signature: _____

Title: _____

Date: _____

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MEMORANDUM

Subject: Wall Sign and Window Graphics Acknowledgement

Date: November 5, 2026

All companies that apply for and obtain a permit to install wall signs are accountable for complying with the allowable limits based on the size of the wall. If these limits are exceeded, the excessive graphics will have to be removed.

If your customer (tenant, landlord, property manager or owner) does NOT provide an executed affidavit, (*Signage compliance)*, the contractor will be held responsible for the excessive signage. The sign permit will not pass inspection.

If your customer (tenant, landlord, property manager or owner) DOES provide an executed affidavit, (*Signage compliance)*, the contractor will NOT be held responsible for the excessive signage. The sign permit will pass inspection, but a violation will be issued on the property.

From City Ordinance 656.1302(r): Abbreviated definition for "Sign": A painting, structure, projected image or device which is placed, erected, constructed or maintained on… or outside of an enclosed building…or structure or affixed or painted on or inside an exterior window of a building for the purpose of display, information, advertisement or attraction of the attention of persons, including posters, pictures, pictorial or reading matter and a letter, word, model, device or representation used in the nature of an advertisement, announcement, attraction or direction...

From City Ordinance 656.1302(x): Wall sign means a sign attached to and parallel with a wall, including signs printed or painted on walls.

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