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Signage Checklist

WHEN DO I NEED A PERMIT?

The installation or replacement of a permanent or temporary sign requires that a Building Permit be issued.

Job address: _____

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

Submit a completed [Broward County Uniform Permit Application](#) with a licensed General contractor.

If electric will be installed, submit a completed [Broward County Uniform Permit Application](#) (Electric Checked) from a licensed Electrical contractor; *if applicable*.

Submit a current copy of the Certificate of Use.

Submit color rendering.

Submit a survey(showing location).

Submit a site plan showing sign details with the location and dimensions of the sign and material.

Submit a full set of plans showing the full scope of work, including the footing details, mounting details, engineer details, calculations and specifications signed, sealed and dated by a Design Professional.

Submit electrical plans signed, sealed and dated by a Design Professional, or have the qualifiers notarized signature and license number on all electrical plans. (Sign shall be Listed); *if applicable*.

[NOTICE OF COMMENCEMENT](#) - A recorded NOC form is required to be submitted when the contract price is greater than \$2,500.00. an NOC it will not hold a permit from issuance, but it will hold the first inspection from scheduling; *if applicable*.

Disciplines to Review:

- ❖ Structural review required for new wall signs and monument signs.
- ❖ Electrical review required for illuminated signs.
- ❖ Zoning review only required for change of copy signs.
- ❖ Engineering review required for new monument signs or major changes to the monument's size and location.

Helpful Links:

[General Sign Regulations](#) ~ [Sign Design Regulations](#) ~ [Prohibited Signs](#) ~ [Permitted Signs by Zoning District](#)

Helpful Tips:

- 25 SF required for wall signs.
- Show location of sign tags on submitted plans.
- Sign Tag containing: Permit number, date of installation, name of contractor, and address of property where sign is located. Must be of durable weatherproof material and placed on the sign.
- Any sign painted on any existing building surface, adhesive sign applied to glass or temporary balloon/banner sign that the work is valued less than \$1,000.00 for labor and material, then the property owner/tenant may apply as the contractor.

Common Inspection Failures: ➤ Missing sign tags.
➤ Area and location of signs do not match submitted plans.

I certify to the best of my knowledge that all applicable documents have been submitted.

Print Name

Email Address

Date

Each project is unique, additional items may be required depending on the scope of work being performed. 1 | 1