



Department of Building and Capital Projects
9705 E. Hibiscus Street
Palmetto Bay, Florida 33157
Tel: 305-259-1250 Fax: 1-866-927-5576
www.palmettobay-fl.gov

PROCEDURE FOR SIGN PERMIT

1. Permit Application:

Applications for a sign permit are made using the standard permit application form. The form is designed to obtain the information required to process a permit. All information should be type written or printed in ink in a legible professional manner, and shall include the following:

- A) Complete application, signed by owner and qualifier; both signatures must be notarized.
- B) Correct folio number and legal description.
- C) Correct job address with suite, space or bay number.
- D) Indication of permit type requested.

2. Information Required on Plans:

Plans must be submitted in a professional manner and in compliance with the Florida Building Code. Adequate scale of details and legibility of plans required. Two (2) sets of plans are required: Office, Job copy. A process number will be assigned by the permit clerks. Job address and process number are to be provided on the back of each set of plan above our department processing stamp. This procedure also applies to rework drawings.

A) Wall Signs:

Provide details building elevations to include: overall sign and building dimensions, sign copy, building orientation (North, South, East, West) electrical and structural sign construction details and data, if applicable. Provide plot plan indicating all existing signs with dimensions and sign copy.

B) Detached Signs:

Provide detailed site plan to include: all structures, drives, parking, landscaping, roads, easements, location of proposed sign, location and size of any other existing detached sign(s), site orientation (north arrow), site dimensions, and setback dimensions from property lines and center lines from all road rights-of-way for proposed sign. Provide electrical and structural sign construction details & data, sign copy, and dimensions.

Note:

- 1. No sign shall be installed so as to overhang into a driveway or required parking space unless it has a minimum clearance of sixteen feet (16') above grade.
- 2. If subject property abuts a municipality, provide that municipality's approval PRIOR to submittal.
- 3. Provide copy of official resolution if a proposed sign was approved by public hearing (sign variance).

3. Photographs:

A photo of the sign location is required. The photos will be attached to the inspector's copy of plans.

4. **Process Number:**

Obtain process number for each sign from permit clerk at the front counter. A bar code will be affixed onto plans and plans will be routed as needed.

5. **Status of Plans:**

Contact Permit Counter Clerk at (305) 259-1250 or (305)259-1251 to confirm status of processing.

6. **Pick-Up:**

Pick up completed signs from the drop-off counter at the front.

7. **Inspections:**

Call (305)259-1253 for all inspection requests. Refer to your permit number when requesting your inspection.

8. Any further questions please refer to the Village of Palmetto Bay sign regulations division 30-90.