Village of Royal Palm Beach

Community Development Department
1050 Royal Palm Beach Boulevard
Royal Palm Beach, Florida 33411
Telephone (561) 790-5128 Fax (561) 790-5129

Sign Checklist

This plan submittal checklist is designed to ensure that all information required to complete the review process is contained in the plans thereby providing for a more efficient review and permitting process. Any misstatement or inaccuracy will be cause for denial or revocation of the permit. Place a checkmark in the blank before each item to verify your acknowledgement of the requirement.

for office use only	Permit application and supporting documents
1. _____	1. ____ Permit application must be completed in its entirety including original, notarized signatures. (qualifier must sign application)
2. _____	2. ____ Notarized signature of property owner must appear on application or on a letter granting permission for installation of sign(s).
3. _____	3. ____ Owner/Builder Affidavit if applicable must be signed and notarized.
4. _____	4. ____ Subcontractor permit applications required for all sub permits including original, notarized signatures. Notary service is provided free of charge at the Community Development Department. If the sub trade bids have not been awarded by time of submittal, this requirement may be deferred until such time as the permit is issued.
5. _____	5. ____ A **recorded** "Notice of Commencement", shall be required for all jobs with a value of $2,500 or greater as required by Florida Statute 713.135(d).
6. _____	6. ____ One (1) complete set of plans provided size does not exceed 12" x 18" (with minimum scale of 1/8" = 1') otherwise two (2) sets required.
7. _____	7. ____ One (1) site plan or survey required provided size does not exceed 12" x 18" (with minimum scale of 1/8" = 1') otherwise two (2) sets required.

Construction Drawings

Note: If any documents are larger than 12" x 18" with minimum scale of 1/8" = 1' two sets will be required.

1. ____All sign permit applications require one (1) complete set of plans provide size restrictions are followed as noted above. Each must indicate the following:

   A. size of sign to include length, width, and height
   B. drawing of sign face including text and/or logo to scale along with color(s) of all sign components
   C. elevations
   D. fastener attachment details – method and materials used to attach sign to the wall
   E. footing details - description of underground depth, diameter, and materials used to support the structure
   F. A statement of compliance as follows: "This structure has been designed in accordance with the 2004 edition Florida Building Code including wind loads, (prepared by a licensed engineer and/or licensed architect). Note: the standard is 140 mph design wind speed.
   G. A Structural Engineer must sign and seal plans for ground signs over ten (10) feet high.
   H. Must provide the following additional information for free standing signs:
      1. survey showing location of sign and setback to property lines
      2. complete the proposed setback section on the application
      3. street names and legal description must appear on survey
      4. easements must appear on survey or site plan
   I. Must provide the following additional information for wall/point of purchase signs:
      1. drawing of building showing sign location, (to scale)
      2. show width of building or bay
      3. photo of proposed sign location
   J. Signs shall not obstruct fire department equipment, fire sprinklers, or fire department access.
   K. ____ Is the sign electric? □Yes □No
      If yes, the following applies:
      1. Include details of approved, stamped, listed device showing UL and/or listing ID#:
         _____
      2. Provide details regarding existing power supply at the immediate sign location. If you plan to relocate the sign, the existing power supply may not be acceptable.

NOTE: The Village of Royal Palm Beach reserves the right to require additional information and/ or documentation as it deems necessary to complete the review and permitting process as provided for in Florida Statute 553.79.

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DATE_____

SIGN PERMIT APPLICATION

PERMIT NUMBER_____

BUSINESS NAME & OWNER_____TELEPHONE_____

PROPERTY OWNER *PRINTED*_____TELEPHONE_____

PROPERTY OWNER *SIGNATURE*_____NOTARY SIGNATURE_____

PROPERTY CONTROL NUMBER_____NOTARY SEAL:_____

PROPERTY ADDRESS _____PROPERTY ZONED: _____

BUSINESS BUILDING: □ Free Standing Building □ Part of Complex (name of complex): _____

TYPE OF SIGN

□ WALL SIGN
□ UNDER CANOPY
□ BANNER
□ WINDOW SIGN
□ DIRECTIONAL SIGN
□ OTHER_____
□ FREE STANDING MONUMENT or PYLON SIGN

TYPE OF WORK

□ INSTALL NEW SIGN
□ CHANGE FACE OF EXISTING SIGN
□ ALTER EXISTING SIGN

SIGN SIZE: _____ TOTAL SQ. FT.:_____ SIGN COLOR:_____

ILLUMINATED: □ YES □ NO (if YES, submit Electrical Permit Application with this application)

SIGN MATERIALS: □ PAINTED □ RAISED LETTERS □ CABINET □ OTHER_____

QUALIFIER/CONTRACTOR INFORMATION

CONTRACTING COMPANY_____PHONE_____

ADDRESS_____

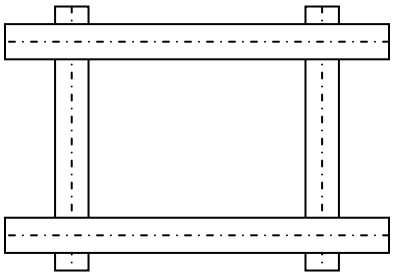
QUALIFIER *PRINTED*_____QUALIFIER *SIGNATURE*_____

All contractors must have a valid state, county, and Village of Royal Palm Beach license and registration.
In consideration of granting of the above requested permit, I do hereby agree that I will perform all work in accordance with the approved plans and local codes. Sign contractors must sign certifying signs under thirty (30) square feet will withstand wind pressure of fifty (50) pounds per square foot. Signs over thirty (30) square feet must include a certificate sealed by a Florida Registered Engineer. Contractor or owner may be required to attend the AARC meeting to represent signs.

****SIGNATURE MUST BE NOTARIZED IF NOT PRESENTED IN PERSON BY QUALIFIER****

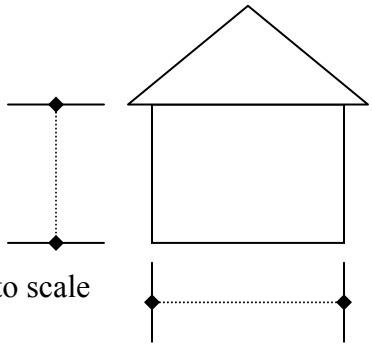
NOTARY SIGNATURE_____ (SEAL)

ESTIMATED VALUE $_____ PERMIT FEE $_____



Free Standing Sign:

1. Identify streets
2. Locate building & sign locations
3. Show distance from edge of sign to property line



Wall Sign:

1. Show height and length of building face
   (Location of business bay/suite only)
2. Show location of sign on building
3. Locate building on the above plan

Submittals that must accompany this application:

For AARC review:

- Eleven (11) copies of drawing and specifications to scale
- Eleven (11) color renderings of sign(s)
- Eleven (11) pictures of site
- Eleven (11) color chips and samples

For Non-AARC review:

- 2 copies of drawings and specifications to scale
- One (1) color drawing of sign
- Color chips and samples

****IMPORTANT INFORMATION****

- Four times the permit fee will be charged if sign is installed before permit is issued
- Final inspection must be called immediately after sign installation
- Approved sign plans must be on-site for all inspections
- Each electrical sign or individual letters are required to be inspected by a recognized testing laboratory and to have their approval seal affixed

Architecture & Aesthetic Review Commission

Your sign may require review and approval by the Architectural & Aesthetic Review Board. AARC meetings are held the first Tuesday of each month in the Village Hall Council Chambers. Deadline for submitting this application is two weeks prior to the meeting date. Submit this application to Planning & Zoning.

PLANNING & ZONING SIGNATURE	**DATE**
COMMUNITY DEVELOPMENT SIGNATURE	**DATE**

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