

SIGN CHECKLIST

THIS DOCUMENT IS PROVIDED AS A GUIDE FOR CUSTOMERS TO BE AWARE OF THE DOCUMENTS REQUIRED TO SUBMIT FOR AND OBTAIN A PERMIT. THIS IS ONLY A GUIDE AS OTHER DOCUMENTS AND INFORMATION MAY BE REQUIRED.

1. Applications with Notarized signatures of qualifier of contractor or owner builder.
2. Complete Notarized Owner/Builder Affidavit if owner is acting as contractor per FS 489 exemption.
3. Proof of Ownership i.e. PBC Property Appraiser cover sheet, Homestead Exemption or Warranty Deed.
4. Copy of recorded Notice of Commencement if over \$2500 in value.
5. Electrical Application with registered contractor required with submittal (if applicable).
6. Property Site Plan or Survey - legible and scaled to 1/8" = 1-foot or greater with the following minimum requirements:
 - A. Printed legal description.
 - B. Property address and Date on all pages.
 - C. Location of all proposed Monument or Directional signage.
 - D. Location of building elevation of proposed sign installation.
 - E. All property lines and easements.
 - F. Setbacks from all existing and proposed structures.
 - G. All streets bounding the property.
7. Construction/Design Plans legible and scaled to 1/8" = 1-foot or greater meeting the following minimum requirements:
 - A. Property Address and Date on all pages.
 - B. Engineered Product Approvals and or Engineered Plans for signs over 10' in height.
 - C. Foundation and Anchoring detail.
 - D. Scaled size of sign to include ALL length, width and height dimensions.
 - E. Scaled design of sign face to include text and logos with colors of all components.
 - F. Scaled Elevation of proposed location with all length, width and height dimensions.
 - G. Note that states structure complies with FBC current 170 mph wind speed.
 - H. Fastener attachment details.
 - I. Signs shall not obstruct any Fire or Emergency access.
 - J. Electrical signs shall include wire size and circuit breaker and or disconnect of existing and proposed construction.

NOTE: The Village of Royal Palm Beach reserves the right to require additional information and or documentation as deemed necessary to complete the review and permitting process per Florida Statute 553.79.