

SIGN CHECKLIST FORM - (FBC 7th Edition 2020)

THE FOLLOWING INFORMATION & DOCUMENTS ARE REQUIRED FOR PERMIT PROCESSING

- Completed Building Permit Application
- Notice of Commencement, if applicable
- Sub Trade Applications, if applicable
- Survey showing the following
 - Property and building dimensions.
 - Location of building/bay(s) in relation to property boundaries and lineal frontage of applicant's building/bay(s).
 - Location of existing/freestanding sign with dimensions.
- Elevation Details of Sign including dimensions, materials, color, lettering and attachment method.
- If a tenant, provide letter of approval from property owner and a copy of the lease.
- Copy of approved master sign plan, if the sign location is within a commercial or industrial development.
- Landscape plans showing foundation plantings surrounding residential entry signs and entrance wall signs, if applicable.
- Full set of construction documents/plans by registered or authorized design professional. (If plans by registered design professional, then plans must be signed, sealed, dated and have a digitally verifiable signature.)
- Full scope of work inclusive of total replacement value of all work - FBC 7th – 109.3.

GENERAL INFORMATION

The following signs are prohibited and may not be erected under any circumstances:

Off-premise signs and billboards, pole-mounted signs, pole signs, roof signs, projecting signs, Signs which project above or beyond the roofline of the building to which the sign is attached, except where expressly permitted in Section 7.14(G), signs which are attached to or mounted on the roof or parapet of a building, signs with lights or illuminations that flash, move, rotate, scintillate, blink, flicker, or vary in intensity or color, such and electronic message boards, inflatable signs, strings of light bulbs used on commercially developed parcels for commercial purposes, other than traditional holiday decorations, signs that involve the use of animals, (This shall not be construed to include religious displays), signs consisting of one or more banners, flags, pennants, ribbons, spinners, streamers, or balloons, unless otherwise allowed, signs that emit audible sound, odor, or visible matter such as smoke or steam, sandwich board and A-Frame signs, painted wall or roof signs, signs that resemble any official signage, or markers and that, by reasons of content, location, position, shape or color, may be reasonably confused with or construed as traffic-control devices, signs that obstruct the vision of pedestrians, cyclists, or motorists traveling on or entering public streets, searchlights used to advertise or promote a business or to attract customers to a property unless approved in connection with a special event permit, signs that are painted, pasted, or printed on any curbstone, flagstone, pavement, or any portion of any sidewalk or street, except house numbers, street names, and traffic-control signs, signs placed upon benches, bus shelters, or waste receptacles, any sign erected on or attached to private property, real or personal, without

the express permission of the owner of such property, banners erected over or across any public street or right-of-way, except as may otherwise be expressly permitted by the Village, signs of a portable or mobile nature, including signs mounted on top of or on the rear of a vehicle, and signs attached to or located within a trailer or other equipment towed by a vehicle, signs located within public rights-of-way, except as may otherwise be expressly permitted herein, neon signs, excluding neon signs utilized as part of a permitted window sign, snipe signs, signs which exhibit obscene material, residential signs, except those permitted herein, murals painted on a wall, side, or roof of a building, any other sign not specifically permitted by Article 7.14.

SPECIFIC REQUIREMENTS

- Dimensions and location of signs are determined by the Zoning District in which the property is located, or through the site and development plan approval process.
- Non-conforming signs or advertising structures shall not be expanded or relocated unless it is brought into conformance with existing code.
- In determining the copy area of a sign, the entire face of the sign, including the advertising surface of any framing, trim or molding, shall be included.
- The minimum clearance of a sign shall be based upon the lowest point of any sign and the established grade of the site.
- No sign can be placed in a visibility triangle or erected or maintained at any location where, by reason of the position, illumination, shape or color it may interfere with, obstruct the view of, or be confused with traffic sign, signal or device.
- In the instance where a sign is composed of letters only, with no structural connection between the letters, the copy area shall be determined by measuring the distance from the outside edges of the outside letters and from the top of the largest letter to the bottom of the lowest letter.
- Double-faced signs with the same message on either sides or advertising the same business shall be considered as one (1) sign.
- A sign shall not be placed on fences or walls in any residential zoning district except a development identification sign located at an entrance and placed on an entry wall or feature in that development.
- Master sign plan approval is required for all commercial and industrial developments prior to the issuance of a building permit for the installation of a sign within the development

FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$2,500 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$7500). PLEASE ADDRESS ALL ITEMS.

⁹
Fee Simple Titleholder's Name (If other than owner): _____

Fee Simple Titleholder's Address (If other than owner): _____

City: _____ **State:** _____ **Zip:** _____
 Same as Owner

¹⁰
Bonding Company: _____

Bonding Company Address: _____

City: _____ **State:** _____ **Zip:** _____
 Not Applicable

¹¹
Architect/Engineer's Name: _____

Architect/Engineer's Name Address: _____

City: _____ **State:** _____ **Zip:** _____
 Not Applicable

¹²
Mortgage Lender's Name: _____

Mortgage Lender's Address: _____

City: _____ **State:** _____ **Zip:** _____
 Not Applicable

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

NOTICE TO CONTRACTOR: FOR A DIRECT CONTRACT GREATER THAN \$2,500 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$7500), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

FOR APPLICATIONS SUBMITTED UNDER THE PRIVATE PROVIDER PROVISIONS OF F.S. SECTION 553.791, THIS APPLICATION IS NOT CONSIDERED COMPLETE OR SUFFICIENT FOR PURPOSES OF SUBMISSION TO THE BUILDING DEPARTMENT UNTIL THE APPLICANT SECURES ALL NECESSARY APPROVALS FROM OTHER DEPARTMENTS OR AGENCIES INCLUDING, BUT NOT LIMITED TO, PLANNING, ZONING, ENGINEERING, FIRE RESCUE, ENVIRONMENTAL, AND THE FLORIDA DEPARTMENT OF HEALTH.

OFFICE USE ONLY BELOW THIS LINE

¹³
CODE EDITION/NOTES: _____

¹⁴
USE (CHECK ONE):
 1 & 2 FAMILY TOWNHOUSE CONDOMINIUM
 MULTI-FAMILY COMMERCIAL INDUSTRIAL
 AGRICULTURAL - BLDG CODE EXEMPT OTHER: _____

 USE CHANGE: _____

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. **DESCRIPTION OF PROPERTY** (Legal description of the property & street address, if available) **TAX FOLIO NO (PCN):** _____

Legal Description _____

2. **GENERAL DESCRIPTION OF IMPROVEMENT:** _____

3. **OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:**

a. Name and address: _____

b. Interest in property: _____

c. Name and address of fee simple titleholder (if different from Owner listed above): _____

4. a. **CONTRACTOR'S NAME:** _____

Contractor's address: _____ b. Phone number: _____

5. **SURETY** (if applicable, a copy of the payment bond is attached): a. Amount of bond: _____ b. Phone number: _____

c. Name and address: _____

6. a. **LENDER'S NAME:** _____

Lender's address: _____ b. Phone number: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

a. Name and address: _____

b. Phone numbers of designated persons: _____

8. a. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b. Phone number of person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date will be 1 year from the date of recording unless a different date is specified): _____, 20__

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this _____ day of _____, 20 _____ by _____
(name of person)

as _____ for _____
(name of party on behalf of whom instrument was executed) **(type of authority...e.g. officer, trustee, attorney in fact)**

Personally Known _____ or Produced Identification _____ Type of Identification Produced _____

Notary

(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary Public)