



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.

Permit application and supporting documents

for office
use only

- | | |
|----------|--|
| 1. _____ | 1. _____ Permit application must be completed in its entirety. |
| 2. _____ | 2. _____ Electrical application required at time of submittal (if applicable). |
| 3. _____ | 3. _____ <u>Recorded</u> "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). |
| 4. _____ | 4. _____ One (1) complete set of plans required provided size does not exceed 12" x 18" (with minimum scale of 1/8" = 1') otherwise two (2) sets required. |
| 5. _____ | 5. _____ 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. |
| 6. _____ | 6. _____ Address must be clearly marked on each document submitted for review. |

Construction Drawings

Note: Any document larger than 12"x18" with minimum scale of 1/8" = 1' require two (2) sets.

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 (if applicable) - description of underground depth, diameter and materials used to support the structure
 - F. Statement of compliance as follows: "This structure has been designed in accordance with the current Florida Building Code including wind loads, (prepared by a licensed engineer and/or licensed architect).
 - G. Structural Engineer must sign and seal plans for ground signs over ten (10) feet in height
 - 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 immediate sign location.
If planning 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 _____

PERMIT NUMBER _____

SIGN PERMIT APPLICATION

BUSINESS NAME & OWNER _____ TELEPHONE _____

PROPERTY CONTROL NUMBER _____ PROPERTY ZONED: _____

PROPERTY ADDRESS _____

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

TYPE OF SIGN

TYPE OF WORK

☐ FREE STANDING MONUMENT OR PYLON SIGN

☐ INSTALL NEW SIGN

☐ WALL SIGN

☐ WINDOW SIGN

☐ CHANGE FACE OF EXISTING SIGN

☐ UNDER CANOPY

☐ DIRECTIONAL SIGN

☐ ALTER EXISTING SIGN

☐ OTHER _____

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 _____

All contractors must be registered in the Village of Royal Palm Beach. In consideration of granting the above requested permit, I do hereby agree that I will perform all work in accordance with the approved plans and building codes. Sign contractors must certify that signs under thirty (30) square feet will withstand wind pressure of fifty (50) pounds per square foot. Sign plans over thirty (30) square feet must be sealed by a Florida Registered Engineer. Contractor or owner may be required to attend the AAR meeting to represent signs.

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

QUALIFIER/CONTRACTOR INFORMATION

CONTRACTING COMPANY _____ PHONE _____

ADDRESS _____

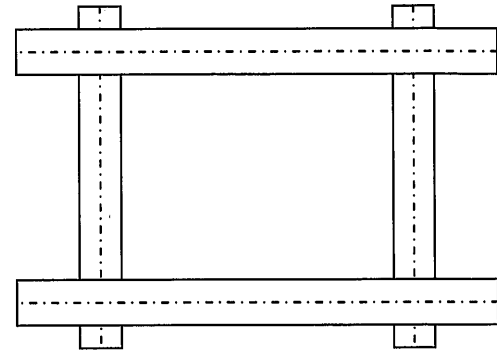
QUALIFIER *PRINTED* _____ QUALIFIER *SIGNATURE* _____

NOTARY SIGNATURE _____ (SEAL)

ESTIMATED VALUE \$ _____ PERMIT FEE \$ _____

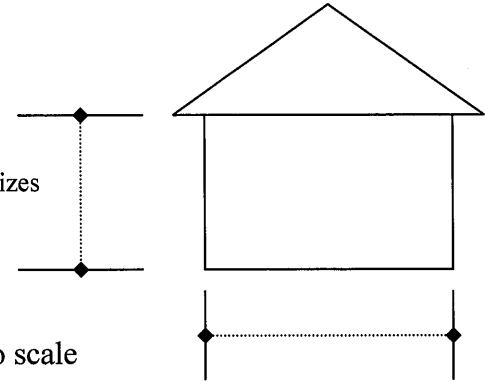
Free Standing Sign:

1. Identify streets
2. Locate building & sign locations
3. Show distance from edge of sign to property line
4. Attach sign survey showing location & size of all existing monument signs.



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
4. Attach sign survey showing all existing signs – must include all sign sizes & bay width for proposed job location.



Submittals that must accompany this application:

For AAR 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-AAR 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 Review

Your sign may require review and approval by the Planning & Zoning Commission. AAR meetings are held the third Tuesday of each month in the Village Meeting Hall. Deadline for submitting this application is three weeks prior to the meeting date. Submit this application to Planning & Zoning.

PLANNING & ZONING SIGNATURE

DATE

COMMUNITY DEVELOPMENT SIGNATURE

DATE