

**CITY OF PORT ST. LUCIE
SIGN PERMIT CHECKLIST**

- PLANNING AND ZONING APPROVALS
- APPLY FOR PERMIT AT THE PERMITTING WINDOW OF THE BUILDING DEPARTMENT. YOU MUST HAVE THE FOLLOWING:
 1. FREESTANDING SIGNS
 - a. Sufficient information describing location of sign
 - b. Site plan or survey with sign location identified
 - c. Distance from property lines.
 - d. Height at top of sign.
 - e. Location of disconnect on electrical signs.
 - f. On drawing show placement of 6" address numbers
 2. WALL SIGNS
 - a. Elevation drawing of approximate sign location on building.
 - b. Dimensions of sign.
 - c. Location of disconnect on electrical signs
 3. LETTERS ONLY (channel-type or placed individually on wall)
 - a. Elevation drawing of approximate sign location on building.
 - b. Indicate height and length of space they will occupy.
 4. SIGN MATERIALS AND COLORS
 5. STRUCTURAL DETAILS AND CERTIFICATION
 - a. Drawing showing structural details, support or attachment.
 - b. Certify, by licensed architect or engineer, sign complies with requirements of 2007 Florida Building Code and is designed to withstand 130 mph winds west of River, 140 mph winds east of River as per City Code 150.211(16).
 - c. Electrical specifications (if electrical).
 - d. Name of licensed electrical contractor and license number when required
 6. PROPERTY OWNER PERMISSION LETTER (attached).
 7. TWO (2) SETS OF ENGINEERED DRAWINGS OF SIGN.
(drawings are not required to be engineered for refaces)

*****IMPORTANT*****

A FOOTING INSPECTION IS REQUIRED FOR FREESTANDING SIGNS. A FINAL INSPECTION IS REQUIRED ON ALL SIGNS!

To Schedule An Inspection please call the AIRS System at 871-5270

On electrical signs, an electrical inspection is required and must be done at the stage of construction when all electrical components are visible.

All electrical signs require an electrical permit application to be submitted along with the sign application.

A sign permit will not be issued without final approval and full payment of fees. Any sign installation that is started or proceeded prior to approval and/or all fees being paid in advance shall be charged at double the assigned fees, 155.03(G)(5).