



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

### Counter Checklist for Sign Permits

<b>PLANNING AND ZONING</b> - Sign applications must be submitted to Planning and Zoning for approval prior to applying for a Sign Permit.
<ul style="list-style-type: none"> <li>• If the permit request is for a Monument Sign, the permit applicant shall contact GIS/Addressing at 772-871-5132 to confirm the address prior to submitting the Sign Application to Planning and Zoning.</li> </ul>
<ul style="list-style-type: none"> <li>• Prior to submitting a Sign Application to Planning and Zoning, the permit applicant must first obtain approval from St. Lucie West Commercial Inc., if the sign will be in St. Lucie West. For more information, contact 772-323-2004.</li> </ul>
<ul style="list-style-type: none"> <li>• Electrical specs must be submitted to Planning and Zoning, if applicable.</li> </ul>
<ul style="list-style-type: none"> <li>• Electrical Sub-contractor Permit, if applicable (must be submitted with the Sign Application to Planning and Zoning)</li> </ul>
<b>PERMIT APPLICATION</b> - The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> <li>• Permit number and pin number, C# if applicable – office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Property address</li> </ul>
<ul style="list-style-type: none"> <li>• Legal description</li> </ul>
<ul style="list-style-type: none"> <li>• Owner's information</li> </ul>
<ul style="list-style-type: none"> <li>• Contractor's information</li> </ul>
<ul style="list-style-type: none"> <li>• Sign location</li> </ul>
<ul style="list-style-type: none"> <li>• Electrical contractor</li> </ul>
<ul style="list-style-type: none"> <li>• Type of sign</li> </ul>
<ul style="list-style-type: none"> <li>• Wording of sign</li> </ul>
<ul style="list-style-type: none"> <li>• Size of sign</li> </ul>
<ul style="list-style-type: none"> <li>• Square footage of sign</li> </ul>
<ul style="list-style-type: none"> <li>• Size of letters</li> </ul>
<ul style="list-style-type: none"> <li>• Sign colors</li> </ul>
<ul style="list-style-type: none"> <li>• Directly or indirectly illuminated</li> </ul>
<ul style="list-style-type: none"> <li>• New electrical circuit (Electrical Sub-contractor Permit is required)</li> </ul>
<ul style="list-style-type: none"> <li>• Existing electrical circuit (hook-up of existing circuit only)</li> </ul>
<ul style="list-style-type: none"> <li>• Re-face only (no electrical work needed)</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation</li> </ul>
<ul style="list-style-type: none"> <li>• Application date and received by, for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>
<b>PLANS AND DOCUMENTS</b> - Provide 2 copies
<ul style="list-style-type: none"> <li>• Planning and Zoning approvals, on application</li> </ul>
<ul style="list-style-type: none"> <li>• Planning and Zoning Interoffice transmittal form</li> </ul>
<ul style="list-style-type: none"> <li>• Letter of permission signed by the property owner</li> </ul>

<ul style="list-style-type: none"> <li>Plans signed and sealed by a licensed Architect or Engineer. Plans must show structural details, support and attachments. (Note: Signed and sealed plans are not required for reface.)</li> </ul>
<ul style="list-style-type: none"> <li>In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk)</li> </ul>
<ul style="list-style-type: none"> <li>Drawings must show structural details, support and attachment</li> </ul>
<ul style="list-style-type: none"> <li>Electrical sub-contractor permit, and electrical specs, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>Recorded Notice of Commencement for work valued more than \$2500</li> </ul>
<b>NOTES:</b>
<ul style="list-style-type: none"> <li>If the permit request is for a Monument Sign and the base is made of concrete and/or has footings, a separate permit would be required for the wording if not part of the monument.</li> </ul>
<b>THIS CHECKLIST IS INTENDED FOR BUILDING DEPARTMENT USE ONLY. ADDITIONAL DOCUMENTS MAY BE REQUESTED AT ANYTIME DURING THE PERMITTING PROCESS. ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.</b>

Updated 10/17/19 YP