SIGN APPLICATIONS AND FEES ARE TO BE SUBMITTED FIRST TO THE PLANNING AND ZONING DEPARTMENT LOCATED ON THE SECOND FLOOR OF BLDG. B. AFTER APPROVAL, APPLY FOR PERMIT AT THE PERMITTING WINDOW OF THE BUILDING DEPARTMENT ON THE FIRST FLOOR OF BLDG. B. THE FOLLOWING MUST BE PROVIDED:

1. PLANNING AND ZONING APPROVALS

2. FREESTANDING SIGNS
   - Sufficient information describing location of sign.
   - Approved site plan or survey with sign location identified.
   - Distance from property lines.
   - Height at top of sign.
   - Dimensions of sign panel.
   - Location of disconnect on electrical signs.
   - Show placement of 6” address numbers on drawing.
   - Linear frontage of parcel.

3. WALL SIGNS
   - Elevation drawing of approximate sign location on building.
   - Linear frontage of business.
   - Dimensions of sign. Draw a rectangle from highest point to lowest point and side to side.
   - Location of disconnect on electrical signs.

4. LETTERS ONLY (channel-type or placed individually on wall)
   - Elevation drawing of approximate sign location on building.
   - Indicate height and length of space they will occupy. Draw a rectangle from highest point to lowest point and side to side.

5. SIGN MATERIALS AND COLORS
   - Indicate on application and plan.

6. STRUCTURAL DETAILS AND CERTIFICATION
   - Drawing showing structural details, support or attachment.
   - Certify, by licensed architect or engineer, sign complies with requirements of 2017 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).
   - Electrical specifications (if electrical).
   - Name of licensed electrical contractor and license number when required.

7. PROPERTY OWNER PERMISSION LETTER
   - Attached.

8. TWO (2) SETS OF ENGINEERED DRAWINGS OF SIGN
   - Note: 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 visit our website at https://pandapublicweb.cityofpsl.com/Bldg/ScheduleInspection.aspx

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).

Revised 02/01/2018 tjv
Letter of Permission

Date: ______________

________________________________________________

________________________________________________

Sign Address

I, ________________________________________________, as owner/agent of the above listed
property, do give permission to _______________________________________ representative
of ____________________________________________ to install a sign at the aforementioned
property.

Owner/Agent Information:

________________________________________________

Name

________________________________________________

Company

________________________________________________

Mailing address

________________________________________________

Phone

________________________________________________

Owner/Agent Signature Date

Notary as to Owner:
State of Florida
County of ___________________

Sworn and subscribed to me this __________ day of _____________________, 20_______, by
__________________________________________.

___________________________________________

Signature of Notary Public

Notary as to Owner: OR Produced Identification___________
Personally Known_____ Type of Identification Produced: ______________________________
This will authorize the City of Port St. Lucie Planning and Zoning Department to forward the above sign application to the Building Department via inter-office mail. This is in lieu of the applicant and/or the sign company hand delivering the application to the Building Department.

I/We understand that the Planning and Zoning Department assumes no responsibility for receipt by the Building Department and that the only record that will be kept by the Planning and Zoning Department will be a copy of the transmittal form and application form. Therefore, we will be obligated to keep a copy of all materials submitted to the Planning and Zoning Department.

Print Name

Company

Signature and Date
### Sign Permit Application

**Construction under this permit will be done in accordance with the FBC 6th Edition (2017)**

**Property Address**

<table>
<thead>
<tr>
<th>Confirmation #</th>
<th>Zoning ID: P-</th>
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<tr>
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**Owner**

<table>
<thead>
<tr>
<th>Legal Descr</th>
<th>Section</th>
<th>Block</th>
<th>Lot</th>
<th>Parcel ID#</th>
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</thead>
<tbody>
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**Contractor**

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Mail Address</th>
<th>Zip</th>
<th>Phone</th>
<th>Cell</th>
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**Contractor E-mail Address**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax #</th>
<th>Cell</th>
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**Type of Sign**

- Permanent [ ]
- Temporary [ ]
- New Install [ ]
- Re-Face [ ]
- Vinyl Lettering [ ]

**Wording of Sign**

- Awning Sign [ ]
- Menu Board [ ]
- Canopy Sign (on an attached canopy) [ ]
- Multi-Tenant Directory [ ]
- Directional Sign [ ]

**Sign Location**

<table>
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<tr>
<th>Sign Colors:</th>
<th>Type of Sign:</th>
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**Valuation**

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<tr>
<th>Valuation:</th>
<th>Applied Date:</th>
<th>Rec'd By:</th>
<th>Reviewed by/Date</th>
<th>Permit Fee:</th>
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**Planning and Zoning Approval**

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<th>Planning and Zoning Reviewer:</th>
<th>Date:</th>
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**Comments:**

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**this permit becomes null and void if construction or work authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.**

**Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks and air conditioners, etc.**

**Owner's Affidavit:**

- I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**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.

**If you intend to obtain financing, consult with your lender or an attorney before commencing work or recording your notice of commencement.**

**Signature of Contractor:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature of Owner (if Owner Builder):</th>
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**Print Name**

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<th>Notary</th>
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<tr>
<td>as to Owner or Agent:</td>
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**State of Florida**

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<th>County of</th>
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**Sworn before me on this day of , 20   .**

**Personally known_________  Produced ID_________  Type of ID_________**

**Permit Validation:**

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<th>Chk.</th>
<th>M.O.</th>
<th>Cash</th>
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**Batch #_______  Item #_______  Check #_______**

**To Schedule Inspections:**

http://pandapublicweb.cityofpsl.com