



THE SUNRISE CITY

**FORT PIERCE**  
BUILDING DEPARTMENT  
*Florida*

## **Building Department CHECKLIST FOR SIGN PERMITS**

### **Pre-Approval required by: Planning**

**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only – Permit number, pin number and DPCR #
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Description of work
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

#### **Wall Sign**

- Original Plans signed and sealed by a Florida licensed Architect/Engineer. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) or digitally stamped signed and sealed plans. See our website for online submittals. Drawing shall include the following:
  - Size of sign,
  - Dimensions of building front (where sign is going to be located)
  - Attachment details
  - Color of sign
  - Wording (what the sign is going to say)
  - Electrical feeds/wiring diagram, if applicable
- Site plan or plot plan showing where the signs are located

#### **Ground Sign**

- Original Plans signed and sealed by a Florida licensed Architect/Engineer. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) or digitally stamped signed and sealed plans. See our website for online submittals. Drawing shall include the following
  - Size of sign
  - Color of sign
  - Wording (what the sign is going to say)
  - Electrical fees/wiring diagram, if applicable
- Site plan or plot plan showing location of sign including setbacks from property lines
- Landscape plan

### **Face Change**

- Drawing that includes the following:
  - Color of sign
  - Size of proposed and existing sign face
  - Wording (what the sign is going to say)
- No permit is required if only changing the letters on an existing panel face

### **Painted Wall Sign**

- Drawing that includes the following:
  - Size of sign
  - Dimensions of building front (where sign is going to be located)
  - Site plan or plot plan showing where the signs are located
  - Wording (what the sign is going to say)
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- **\*\*If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Form

### **NOTES:**

- If the structure is located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***



Updated 10/4/21

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