



## SIGN PERMIT APPLICATION PACKAGE

### Instructions

Each sign requires its own application package. For questions relating to signage within the City of Deerfield Beach, please contact the Planning & Zoning Division at 954-480-4206.

Please complete and include the following applications:

1. Sign Permit Application
2. Building Permit Application
3. Electrical Permit Application, if illuminated
4. Community Appearance Board Application (All signs require approval from the Community Appearance Board). See attachment for the meeting and application cut-off dates.

### Submit the following with the completed application form:

1. Submit three (3) color copies of drawings with the sign drawn to scale, color information, dimensions, lettering style and sizes, materials, mounting detail and the logo (if any).
2. Include photos of existing conditions showing signs on abutting and subject properties.
3. Include (3) color overlay image copies of the proposed sign on the building elevation or site location. **Indicate the linear building or tenant frontage where the sign will be placed and dimension the top and bottom space of the sign face.**
4. For free-standing monument signs, submit a copy of a survey/plot plan that shows all existing buildings and all existing free-standing monument signs on the property. Show the setbacks from the property line abutting the public right-of-way to the proposed sign and show the dimensions between any existing monument sign.
5. Submit three (3) signed and sealed engineering plans for all new building and monument signs.
6. Submit a notarized consent letter from the property owner or agent of the owner, granting permission to place the sign on the property.
7. A sign permit for an individual business cannot be issued unless that business has applied for or has received a Business Tax Receipt. Contact the Business Tax Office at 954-480-4333 for information on obtaining a business tax receipt.

### Obtaining Final Sign Approval

All sign permits require an electrical final inspection and a sign final inspection. **Contact the Building Division at 954-480-4250 in order to schedule an inspection for final approval.**

**No sign may be erected, placed, established, painted, created or maintained until the sign permit is granted.**

Submit to:  
Building Division  
Phone: 954-480-4250  
150 NE 2<sup>nd</sup> Ave.  
Deerfield Beach, FL 33441



Permit No. \_\_\_\_\_

**SIGN PERMIT APPLICATION**  
PLEASE PROVIDE IN FULL THE FOLLOWING INFORMATION

**Applicant Information**

Business Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Sign Contractor Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Sign Information**

Face Change: \_\_\_\_ New Sign: \_\_\_\_ Illuminated (Y/N): \_\_\_\_ (If Yes, Submit Electrical Permit Application)  
Approved Master Signage Plan (Y/N): \_\_\_\_ Meets Master Signage Requirements (Y/N): \_\_\_\_  
Elevation: North: \_\_\_\_ South: \_\_\_\_ East: \_\_\_\_ West: \_\_\_\_  
Sign Wording: \_\_\_\_\_

**Sign Type**

Building Sign: \_\_\_\_ Free-standing Monument: \_\_\_\_ Special Sign: \_\_\_\_

**Sign Details**

Building Sign and Special Sign:

Height: \_\_\_\_ Length: \_\_\_\_ Area: \_\_\_\_

Free-standing Sign:

Setback from the property line (**show setback on the Survey/plot plan**): \_\_\_\_

Height of Sign Structure: \_\_\_\_ Size of Sign Structure: \_\_\_\_ Size of Sign Face: \_\_\_\_

**Sign Material**

Awning: \_\_\_\_ Cabinet: \_\_\_\_ Channel Letters: \_\_\_\_ Painted: \_\_\_\_ Raised Letter: \_\_\_\_ Other: \_\_\_\_

**Office Use Only**

Zoning: \_\_\_\_ Approved By: \_\_\_\_ Date: \_\_\_\_

BTR (Yes/No): \_\_\_\_ Code Enforcement Violation(s) or Lien(s) (Yes/No): \_\_\_\_



## Sign Permit Fee Schedule

Signs	Fee
Free-standing Monument Sign	\$55.00
Building Signs	
Up to 32 square feet	\$35.00
From 33 square feet up to 50 square feet	\$55.00
From 51 square feet to 100 square feet	\$75.00
Over 100 square feet	\$75.00*
*Plus each additional 10 square feet, or fraction thereof, over 100 square feet	\$5.00



Application No. \_\_\_\_\_

Date: \_\_\_\_\_

## COMMUNITY APPEARANCE BOARD APPLICATION

PLEASE PROVIDE IN FULL THE FOLLOWING INFORMATION (PRINT OR TYPE)

### Section One: Development/Project Information

Development/Project Name: \_\_\_\_\_

Development/Project Address or Location: \_\_\_\_\_

Description of Work to be Done: \_\_\_\_\_

Review Requested (Y/N) Preliminary: \_\_\_\_\_ Final: \_\_\_\_\_

Was this item before the Community Appearance Board for Preliminary Review?

Yes, When?: \_\_\_\_\_ No: \_\_\_\_\_

### Section Two: Applicant Information

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Section Three: Action of the Board

TABLED: \_\_\_\_\_

DENIED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

STIPULATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Chairman



Deerfield Beach  
Florida

## Community Appearance Board 2016 Schedule for Application Submittal

Effective as of 12/17/15. However, dates are subject to change by action of the Board.

Note: Applications must be complete and received by noon on the cut-off dates.

Cut-Off Date	Meeting Date (Second and Fourth Wednesday of Each Month)
12/30/15.....	01/06/16
01/20/16.....	01/27/16
02/03/16.....	02/10/16
02/17/16.....	02/24/16
03/02/16.....	03/09/16
03/16/16.....	03/23/16
04/06/16.....	04/13/16
04/20/16.....	04/27/16
05/04/16.....	05/11/16
05/18/16.....	05/25/16
06/01/16.....	06/08/16
06/15/16.....	06/22/16
07/06/16.....	07/13/16
07/20/16.....	07/27/16
08/03/16.....	08/10/16
08/17/16.....	08/24/16
09/07/16.....	09/14/16
09/21/16.....	09/28/16
10/05/16.....	10/12/16
10/19/16.....	10/26/16
11/02/16.....	11/09/16
11/23/16.....	11/30/16 (*)
12/07/16.....	12/14/16 (*)
12/21/16.....	12/28/16 (*)

(\*) Proposed dates are subject to change based on Thanksgiving and Christmas Holidays

# BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select Trade:  Building  Electrical  Plumbing  Mechanical  Other \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

1	Job Address: _____	Unit: _____	City: _____
	Tax Folio No.: _____	Flood Zone: _____	BFE: _____
	Building Use: _____	Construction Type: _____	Occupancy Group: _____
	Present Use: _____	Proposed Used: _____	
	Description of Work:		
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____		
	Legal Description: _____ <input type="checkbox"/> Attachment		

2	Property Owner: _____	Phone: _____	Email: _____
	Owner's Address: _____	City: _____	State: _____ Zip: _____

3	Contracting Co.: _____	Phone: _____	Email: _____
	Company Address: _____	City: _____	State: _____ Zip: _____
	Qualifier's Name: _____	Owner-Builder: <input type="checkbox"/>	License Number: _____

4	Architect/Engineer's Name: _____	Phone: _____	Email: _____
	Architect/Engineer's Address: _____	City: _____	State: _____ Zip: _____
	Bonding Company: _____		
	Bonding Company Address: _____	City: _____	State: _____ Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____		
	Fee Simple Titleholder's Address (If other than owner): _____	City: _____	State: _____ Zip: _____
	Mortgage Lender's Name: _____		
Mortgage Lender's Address: _____	City: _____	State: _____ Zip: _____	

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.**

X \_\_\_\_\_  
Signature of Property Owner or Agent

X \_\_\_\_\_  
Signature of Qualifier

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Type / Print Property Owner or Agent Name)

\_\_\_\_\_  
(Type / Print Qualifier's Name)

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Owner or Agent's Signature

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Permit Officer Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_

**A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.**

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.