



Florida's Warmest Welcome

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City of Pompano Beach
 Department of Development Services
 Planning & Zoning Division

Sign Code Compliance Permit Application

Sign Code Compliance Permit Application

Sign Review **Concurrent** with the Building Permit*

Sign Review **Prior to** Building Permit Review*

*See page 2 for information on how to submit for either a concurrent review or a sign code only review.

| | | | |
|-----------------------------------|-------------|---------------------------|------------------|
| Date of Application: | | Folio/Parcel ID #: | |
| Job Address: | | | |
| <i>Street Address</i> | <i>City</i> | <i>State</i> | <i>ZIP Code</i> |
| Subdivision: | | Block: | Lot: |
| Brief Description of Work: | | | Permit #: |

| Landowner (Owner of Record) | Owner's Representative or Agent |
|--------------------------------|---------------------------------|
| Business Name (If Applicable): | Business Name (If Applicable): |
| Property Owner Name: | Representative or Agent Name: |
| Street Address: | Street Address: |
| City/State/Zip: | City/State/Zip: |
| Phone: | Phone: |
| Email: | Email: |

Affidavit and Signature

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work or installation will be performed to meet the standards of all laws regulating construction in the City of Pompano Beach. I certify that all the forgoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

| Signature of Property Owner | Signature of Representative or Agent |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| X | X |
| STATE OF FLORIDA - COUNTY OF <u>BROWARD</u> Sworn to (or affirmed) and subscribed before me | STATE OF FLORIDA - COUNTY OF <u>BROWARD</u> Sworn to (or affirmed) and subscribed before me |
| this ____ day of _____, 20____ by means of [] physical presence or [] online presence | this ____ day of _____, 20____ by means of [] physical presence or [] online presence |
| _____ <i>Type/Print Owner's Name</i> | _____ <i>Type/Print Agent's Name</i> |
| _____ NOTARY'S SIGNATURE as to Owner's Signature | _____ NOTARY'S SIGNATURE as to Agent's Signature |
| Type/Print/Stamp Notary's Name: _____ | Type/Print/Stamp Notary's Name: _____ |
| <input type="checkbox"/> Personally Known | <input type="checkbox"/> Personally Known |
| <input type="checkbox"/> Produced ID (Type: _____) | <input type="checkbox"/> Produced ID (Type: _____) |



Sign Code Compliance Permit Application

A Sign Code Compliance Permit must be obtained for any sign unless exempt in accordance with [§156.14 SIGNS AND ACTIVITIES NOT REQUIRING SIGN CODE COMPLIANCE PERMIT](#). This includes any nonconforming sign that must be brought into compliance in accordance with [§156.17 NONCONFORMING SIGNS](#). These code sections can be found by following the link to the Code of Ordinances at the bottom of www.pompanobeachfl.gov.

Each sign requires a separate Sign Code Compliance Permit Application. Sign Code Compliance is reviewed in accordance with Chapter 156: Sign Code and shall include the following:

| | | |
|----------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submittal Materials | <input type="checkbox"/> | One completed paper application. (This form) This must be submitted to City Hall with original signatures. |
| | <input type="checkbox"/> | Current survey (demonstrate all existing conditions, easements, and provide a date of survey) |
| | <input type="checkbox"/> | Sign drawings, in color, with dimensions of the proposed signs. |
| | <input type="checkbox"/> | Wall Signs: Existing/proposed colored façade rendering, elevation, or image giving width and height of the entire tenant façade. Include sign location on the façade (to scale). |
| | <input type="checkbox"/> | Free-Standing Signs: Landscape plan showing base plantings and irrigation. |
| | <input type="checkbox"/> | Construction details including a section, materials, and method of attachment. (Must be signed and sealed)*** |
| | <input type="checkbox"/> | Electrical details including all electrical requirements, power supply details, and cut-off switch. For Concurrent reviews only. (Must be signed)*** |
| | <input type="checkbox"/> | An inventory of all existing signs on the property or business, including free-standing signs (with location and dimensions) and flat wall signs (with elevation and dimensions). Be sure to include the location of each existing sign on a site plan or aerial image. |

**After the paper applications are received, the submittal must be either uploaded to ePlan or submitted to the 3rd Floor of City Hall. If paper plans are submitted, an electronic conversion fee may apply. If the plan set is submitted digitally, digital signatures are required.

***See the building division for signature/seal requirements.

Is this the same review as a building permit?

The Sign Code Compliance Permit is a zoning approval that is separate from, and must be obtained prior to, any required Building Permit. The applicant may elect to submit concurrently for both reviews.

Can my building permit be approved first?

A Building Permit will not be issued until such time as the Sign Code Compliance Permit (Sign Permit) has been approved.

How can I submit for both?

In order to submit for both reviews at the same time, the Sign Permit application, along with all applicable building permit applications and fees [based on the cost of construction (§152.12 (A)(2)], must be submitted to the building division. A Sign Permit fee will be collected after approval of the Building Permit. If the review is for the Sign Permit only, the Sign Permit review fee is due at time of submittal.

What if the Sign Code prohibits my sign type?

If the sign code compliance review determines that the proposed sign is not allowed, all building permit fees will be refunded. The Sign Permit review fee will not be refunded.

Application Review Process: Select one of the two options below.

| | | Step 1 | Step 2 | Step 3 | Step 4 |
|-------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|
| Select One | Check the box <input type="checkbox"/> | Sign Review Concurrent with the Building Permit Submittal to Building Division for complete review | Review by all necessary Divisions (Zoning, Landscape, Structural, Electrical) | Approval or Rejection Comments issued within 30 Days | |
| | Check the box <input type="checkbox"/> | Sign Review Prior to Building Permit Review Submittal to Zoning Division for Sign Code review only | Review by the Zoning Division Plan Reviewer | Approval or Rejection Comments issued within 30 days | Submittal to the Building Division for Review/Approval |

Note to applicant: This permit application does not become valid until approved by an authorized representative of the City of Pompano Beach and all fees are paid and a receipt acknowledged.

| To be completed by Planning & Zoning Division Staff: | | | |
|------------------------------------------------------|--------------------|---------------------|-----------|
| <input type="checkbox"/> Approved | Reason for denial: | Reviewer Signature: | Permit #: |
| <input type="checkbox"/> Denied | | | Date: |