



TYPE 2(C) Permits – Signage - Wall Signs
(Including “TEXT ONLY” for Entry Features)
and Face Change Signage
APPLICATION SUFFICIENCY CHECKLIST*
(102 & 106 P.B.C. Amendments to the Florida Building Code 2004
and Palm Beach County Unified Land Development Code)

Note: MUST check with other agencies for their specific requirements. Failure to do so, could result in significant delay to your permit.

1) Completed Application

Wall & Entry (Text Only) Signs - Two Identical Sets Required:

- 2) Certified Site Plans, as applies.
- 3) Site plans clearly identifying all the existing and proposed sign locations, adjoining roads, and/or internal areas of the parcel.
- 4) Schedules must be provided with the number of signs and sign area allowed by Code, and the same information for all the existing and proposed signage for each elevation.
- 5) Elevation of the wall or entry feature, and the proposed signage; with the height, size, and copy square footage of each proposed sign.
- 6) Location map indicating the character of the surrounding area and Zoning Districts.
- 7) Wall and Entry Signage provides defining/dimensioning of the sign bearing wall surface in relation to the overall building/structure configuration or footprint, if not clearly indicated on the site plans.
- 8) Wall and Entry Signage provides complete construction drawings including relevant electrical information (Signed and Sealed for channel letters over 24” in height or raceway mounted).
- 9) Wind design information per Section 1603.1.4 FBC, as applies.

Face Change - Two Identical Sets Required, Unless Noted Otherwise:

- 10) Face Change includes the permit number of the existing sign in the work description portion of the application, and one copy of the original sign permit set (available at the Records Section).
- 11) Wind design information per Section 1603.1.4 FBC, as applies.

AFFIDAVIT OF COMPLETENESS AND ACCURACY

INSTRUCTIONS: To be completed by the permit applicant: Contractor/Authorized Signatory of Contractor or Owner Builder.

Project: _____ Date: _____

Property Control Number or Address: _____

STATEMENT OF COMPLETENESS AND ACCURACY

I certify the statements submitted herewith are true and correct. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the **assessment of additional fee**, denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by Palm Beach County to process this application.

Check (√) one: I am the [] Contractor [] Authorized Signatory of the Contractor, [] Owner/Builder.

Name (Type, Stamp, or Print Clearly)

Signature

Name of Firm (If Applicable)

License Number (If Contractor or Their Signatory)

***This checklist is a guideline to minimum submittal requirements for review of proposed construction and permit application. It is not intended to be comprehensive in nature. Specific work may require additional documentation. All work must demonstrate compliance with current codes and standards**