



WILTON MANORS, Island City

2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

SIGNS

Life's Just Better Here

SIGNS

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application.

REQUIRED PERMIT APPLICATION(S)

- Building
- Electrical (if applicable)

MINIMUM PLAN SUBMITTAL

- One (1) copy of the survey with an original seal prepared within the last two (2) years/site plan showing:
 - Property and building dimensions
 - Location of building/bay(s) in relation to property boundaries and lineal frontage of applicant's building/bay(s)
 - Location of proposed building sign(s) with dimensions, even if face change only
 - Location of existing/freestanding sign(s) with dimensions including the address or range of addresses and name of development if a commercial project
 - Location of proposed freestanding and/or panel or face change with dimensions on existing freestanding sign
- One (1) copy of sealed architectural drawings.
- One (1) copy of Homeowner's Association Approval, if required.
- If pre-fabricated, must submit one (1) copy of product approval or DEO stamped plans.
- Elevation details of sign including dimensions, color, lettering, architectural consistency with a development and attachment method.
- One (1) copy of approved Master Signage Plan for mixed-use or multi-tenant properties.
- One (1) copy of Wilton Manors Local Business Tax Receipt.
- One (1) of the existing and/or proposed electrical circuit, existing and/or proposed disconnect or switch.
- If a tenant, provide one (1) copy of letter of approval from property owner.
- Show type of control device for sign operation.

SPECIFIC REQUIREMENTS

- Dimensions and location of signs are determined by the Zoning District where the property is located, or through the site and development plan approval process. For specific information, go to www.wiltonmanors.gov and click on "Code of Ordinances".

INSPECTIONS

Inspections must be submitted online prior to **4:30 PM** for the next business day.

REVIEW STOP(S)

- Building
- Zoning
- Electrical (if applicable)

*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.