



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

- Two (2) copies 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
- Two (2) copies of sealed architectural drawings.
- Two (2) copies of Homeowner's Association Approval, if required.
- If pre-fabricated, must submit two (2) copies of product approval or DEO stamped plans.
- Elevation details of sign including dimensions, color, lettering, architectural consistency with a development and attachment method.
- Two (2) copies of approved Master Signage Plan for mixed-use or multi-tenant properties.
- Two (2) copies of Wilton Manors Local Business Tax Receipt.
- Two (2) copies of the existing and/or proposed electrical circuit, existing and/or proposed disconnect or switch.
- If a tenant, provide two (2) copies 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.com and click on "Code of Ordinances".

INSPECTIONS

Inspections must be submitted online, faxed or dropped off 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.