



VILLAGE OF TEQUESTA

BUILDING DEPARTMENT

345 Tequesta Dr.

Tequesta, Florida 33469-0273

(561) 768-0450 Fax (561) 768-0698

SIGN PERMIT CHECKLIST

In order to perform a uniform and consistent review of sign permit applications, as a minimum, the following documents are required to be submitted in accordance with Village Code of Ordinances, Chapter 78 Article XI – Signs:

- Permit Application:** A completed Village of Tequesta permit application, with notarized signatures of contractor and property owner or copy of fully executed contract.
- Permit Fee:** Cash or check for applicable permit and zoning fees upon submittal of application.
- NOC:** A recorded and certified Notice of Commencement for all jobs valued at \$2,500.00 or more.
- Survey:** Two (2) original Surveys signed and sealed by a Professional Land Surveyor registered in the State of Florida. If the survey is older than one (1) year, a Survey Affidavit must be signed and notarized.
- Site Plan:** showing the following:
 - Location and elevations of buildings, structures on the property (this may be indicated by the most recent site plan approved for the premises).
 - Location of proposed sign on the building or structure (if the sign is a wall sign), and all sign dimensions and sign area calculations.
 - Location of proposed sign on the property (if it is a freestanding sign) and all sign dimensions, sign area calculations, and setback measurements.
 - Position of the sign in relation to buildings, structures, road rights-of-way and public or franchised infrastructure.
- Copy of approved uniform sign format for location, or copy of SPR Order for new sign.
- Plans:** two signed and sealed engineered plans:
 - Plans and specifications shall include color, text font, text format, character size, and depiction of any other symbols or markings.
 - Plans shall include all electrical infrastructure and specifications along with UL listing and disconnect location.
 - Provide signed, sealed wind design engineering criteria. Signs which are attached to a host structure or are ground-mounted shall be designed as a Category II structure with a 170 mph wind load.