



**TYPE 4(D) Permits - Signage - Point of Purchase,
Off Premise (Billboards included), &
Temporary Residential Development 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

ALL SIGNAGE – Point of Purchase, Off Premise (Billboards included), & Temporary Residential Development Sign (Two Identical Sets Required, & Three for Billboards Unless Otherwise Noted):

- 2) Certified Site Plan reflecting Proposed Work, and Conditions of Approval, as applies.
- 3) Application for construction within a utility, drainage, lake maintenance or similar easement requires Easement Release Forms and Removal Agreement. See “Other Agencies” for additional requirements.
- 4) Site Plans clearly identifying all the existing and proposed sign locations, adjoining roads, and/or internal areas of the parcel.
- 5) 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 signage (height, size, and copy square footage of each proposed sign - preferably in the form of a table).
- 6) Elevation of the cabinet, structure, or entry feature, and the proposed signage; with the height, size, and copy square footage of each proposed sign.
- 7) Location map indicating the character of the surrounding area and Zoning Districts.
- 8) Elevation of the structure, and the proposed signage.
- 9) Point of Purchase Signs have location maps indicating the character of the surrounding area and Zoning Districts.
- 10) Point of Purchase and Billboard requires additional information on the site plans including right of way widths, number of signs, spacing between signs, setbacks, sign copy, square footage of existing signs, and safe sight triangles.
- 11) Wind design information per Section 1603.1.4 FBC. as applies
- 12) Complete engineered construction drawings, with relevant electrical information.

OTHER AGENCIES, AS APPLY:

Land Development Approval– Refer to Land Development for Requirements for structures within rights of ways or encroaching drainage, lake maintenance, or similar easement.

Environmental Resources Management – Refer to ERM for Requirements,

- 13) Certified Site Plan with Conditions of Approval and Results Letter.

Landscape Section Submittal Package, as applies.

- 1) One copy of DRO Site Plan

Irrigation Type

- a) Well
- b) Pond
- c) City or County Water
- d) Reclaimed Water

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.**