



MINIMUM REQUIEREMENTS FOR SIGN PERMITS

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN DUPLICATE

- BUILDING PERMIT APPLICATION COMPLETELY FILLED OUT SIGNED AND NOTERIZED
- ELECTRIC PERMIT APPLICATION COMPLETELY FILLED OUT SIGNED AND NOTERIZED (ILLUMINATED SIGNS)
- ZONING PERMIT APPLICATION COMPLETELY FILLED OUT SIGNED ANDD NOTERIZED
- DOCUMENTED PROOF OF COSTRUCTION COST INCLUDING ALL TRADES
- NOTICE OF COMMENCEMENT WORK OVER \$ 2,500.00 IN VALUE
- SURVEY SHOWING ALL EASEMENTS (MONUMENT SIGNS)
- WIND LOAD CALCULATIONS SIGNED AND SEALED BY AN ARCHITECT OR ENGINEER
- PLAN SHOWING TYPE OF SIGN, LOCATIN, COLORS, AND CONNECTIONS TO THE STRUCTURE

THE PERMIT APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE MINIMUM DOCUMENTATION

OTHER DOCUMENTS MAY BE REQUIRED DEPENDING UPON THE JOB CONDITIONS

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade: Building Electrical Plumbing Mechanical Other _____

Application Number: _____ Application Date: _____

1	Job Address: _____	Unit: _____	City: _____
	Tax Folio No.: _____	Flood Zn: _____	BFE: _____
	Building Use: _____	Construction Type: _____	Job Value: _____
	Present Use: _____	Proposed Used: _____	Occupancy Group: _____
	Description of Work:		
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____		
	Legal Description: _____ <input type="checkbox"/> Attachment		

2	Property Owner: _____	Phone: _____	Email: _____
	Owner's Address: _____	City: _____	State: _____ Zip: _____

3	Contracting Co.: _____	Phone: _____	Email: _____
	Company Address: _____	City: _____	State: _____ Zip: _____
	Qualifier's Name: _____	Owner-Builder: <input type="checkbox"/>	License Number: _____

4	Architect/Engineer's Name: _____	Phone: _____	Email: _____
	Architect/Engineer's Address: _____	City: _____	State: _____ Zip: _____
	Bonding Company: _____		
	Bonding Company Address: _____	City: _____	State: _____ Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____		
	Fee Simple Titleholder's Address (if other than owner): _____	City: _____	State: _____ Zip: _____
	Mortgage Lender's Name: _____		
Mortgage Lender's Address: _____	City: _____	State: _____ Zip: _____	

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____
Signature of Property Owner or Agent

X _____
Signature of Qualifier

STATE OF _____
COUNTY OF _____

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.
Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

OWNER'S AFFIDAVIT: I certify that all information provided is accurate, and that all work will be performed in compliance with all applicable laws regulating construction and zoning. No work has been commenced prior to the permit sought by this application, and all work will be done as indicated in the application and all accompanying document and plans.

NOTICE: In addition, the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the county, and there may be additional permits required from other governmental entities such as water management districts, County, State or Federal agencies.

DISCLAIMER: Issuance of a development permit by a municipality does not in any way create any right on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

CONDITION: All applicable state and federal permits must be obtained before commencement of the development.

CONTRACTOR

PRINT NAME OF CONTRACTOR

SIGNATURE OF CONTRACTOR

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before
me this _____ day of _____
20____, by _____
NOTARY: _____

SEAL:

Personally Known: _____
Or produced Identification _____
Type of Identification Produced _____

OWNER

PRINT NAME OF OWNER

SIGNATURE OF OWNER

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before
me this _____ day of _____
20____, by _____
NOTARY: _____

SEAL:

Personally Known: _____
Or produced Identification _____
Type of Identification Produced _____

Time Limits for Construction - NOTICE TO OWNER

Section 6-12 of the Town's Code of Ordinances requires:

- 1. The construction of any new structure or new addition to an existing structure to be completed and all construction material, equipment and debris removed from the property within 18 months of the date of the issuance of the first building permit.***
- 2. The exterior elements of any repair or renovation to an existing structure which requires a building permit shall be completed and all construction material, equipment and debris removed from the property within six months of the issuance of the first building permit.***

This notification is the minimum 60 day's notice required in section 6-12.9(g).

The Failure to complete the construction at

_____ ,
by the construction deadline may result in a fine or legal action by the Town.

If there are extenuating circumstances that prohibit the property owner from completing the construction within the deadline, the owner may seek an extension of time from the Town Commission. An application for extension of time may be obtained from the Development Services Department or Town Clerk.

Owner's Acknowledgement

I acknowledge receipt and understanding of the Town's code provisions regarding the time period to complete a construction projects.

Signature: _____ Date: _____

Print Name: _____

Address of Property: _____



BUILDING DEPARTMENT

DURING A HURRICANE WATCH & BEFORE THE ONSET OF HURRICANE VELOCITY WINDS YOU ARE REQUIRED TO

SECURE THIS SITE

IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS OF THE FLORIDA BUILDING CODE SECTION 110.13

All loose objects in exposed outdoor locations shall be lashed to rigid construction or shall be stored inside an enclosed structure.

Florida Building Code Broward County Administrative Provisions Section 110.13.2.4

NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS

This includes but not limited to:

- 110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash
- 110.13.2.2 Waste and Trash Enclosures Temporary Toilets
- 110.13.2.3 Loose Construction Debris Forms and Construction Materials
- 110.13.2.5 Roofing Tile and Materials Construction Shacks
- 110.13.2.5 (1) Loading of Roof Tile
- 110.13.2.5 (4) Store the construction materials inside an enclosed structure.
- 110.13.3 Building materials shall be loaded on a roof no earlier than (200 working days prior to permanent installation.
- Temporary Electric Service Poles

AND PROTECT ALL GLASS AREAS

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____, 20_____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**Signature of Owner or
Owner's Authorized Officer/Director/Partner/Manager**
State of Florida
County of Broward

Print Name and Provide Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

By _____, as _____
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For _____ (name of party on behalf of whom instrument was executed)

_____ Personally known or _____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____



TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA
DEVELOPMENT SERVICES DEPARTMENT
 4501 N. Ocean Dr. LBTS, FL 33308
 Ph (954) 640-4210 / Fax (954) 634-4654

ZONING SIGN PERMIT APPLICATION

One application and fee is required for each requested sign.

FOLIO # _____ ZONE _____ LOT _____ BLOCK _____

SUBDIVISION: _____

ADDRESS OF JOB SITE: _____

BUSINESS NAME: _____

TYPE OF SIGNAGE: _____

TOTAL NUMBER OF EXISTING SIGNS: _____

TOTAL REQUESTED (separate application form and fee for each sign): _____

BUILDING OWNER: NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE _____

PHONE # _____ E-MAIL _____

BUSINESS OWNER: NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE _____

PHONE # _____ E-MAIL _____

NAME OF CONTRACTING FIRM: _____

ADDRESS: _____

CITY: _____ ZIP CODE _____

PHONE # _____ E-MAIL _____

LICENSE # _____ INSURANCE # _____

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and all work will be performed to meet the standards of all laws regulating work within this jurisdiction.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the Town or County, and there may be additional permits required from other governmental entities.

 Signature (Building Owner) DATE _____

 Signature (Contractor) DATE _____

 Printed Name

 Printed Name

NOTARY _____ DATE _____

NOTARY _____ DATE _____

My Commission Expires _____

My Commission Expires _____

Lauderdale-By-The-Sea regulates signs in Chapter 30 Article VIII of the Town's Code of Ordinances. The code is available at www.lbts-fl.gov by clicking on the Town Code tab at the top of the web page.

Submittal requirements:

Please provide the following additional information:

- (a) A drawing or sample of the proposed sign, to scale, showing the dimensions, letter size, colors, materials, structural support, and lighting, if any;
- (b) A plan showing the sign's proposed location either on the ground (pole, pylon or monument) or the building (wall) and the mounting height of the proposed sign, along with a color photograph of the proposed location;
- (c) If lighting is proposed, information regarding the type, and intensity and if applicable, Kelvin temperature of the proposed illumination to document compliance with the sign illumination restrictions of these regulations;
- (d) If applicable, a survey showing the elevation of nearest crown of road or sidewalk.
- (e) Photographs of the existing building that identifies the location, color, and sign type of other existing signs on the building; and
- (f) A letter from the building owner stating the designated color scheme for the building (max. 3 colors).

Please note:

1. A Building Permit application is required for all permanent signage other than window lettering.
2. Signs that are installed without a permit will result in a double permit fee.



**CONTRACTOR
CONTACT NAME
JOB ADDRESS**

**PERMIT NUMBER
CONTACT NUMBER**

STRUCTURAL

- Foundation
- Exterior Framing
- Wall Sheathing
- Columns
- Tie Beam
- Truss/Rafters
- Roof Sheathing
- Interior Framing
- Bucks
- Windows/Doors in progress
- Insulation
- Rock Base/ Forms
- Drywall/Screw
- Wire Lath
- Pool Steel
- Ceiling Grid
- Above Ceiling Penetrations
- Drive way
- Tin Cap and Accessories
- Mop in Progress
- Tile/Shingle in Progress
- Garage door
- Shutters
- Final Pool
- Final Fence
- Final Roof
- Final windows/doors
- Demolition
- Other _____
- Final

ZONING

- Fence
- Pool
- Rock Base/Forms
- Driveway
- Slab/Deck/Patio
- Dock/Seawall
- Sign
- Other _____
- Final

Other not included

PLUMBING

- Rough
- Water Service
- Second Rough
- Top Out
- Fire Sprinkler Final
- Roof Drains
- Gas-rough Inside
- Gas-rough Outside
- 200 PSI Test
- LP tank
- Well
- Lawn Sprinkler Rough
- Sewer Hook-up
- Main Drain
- Pool Piping
- Backflow Preventer
- Interceptor
- Catch Basins
- Condensate Drains
- Medical Gas
- Gas Final
- Lawn Sprinkler Final
- Demolition
- Other _____
- FINAL

MECHANICAL

- Underground Piping
- Condensate Drains
- Rough Ductwork
- Exhaust Fans/Dryers
- Fire Dampers
- Smoke Dampers
- Ceiling Radiation Damper
- Hood Systems Rough
- Refrigerator/Walk Cooler/
Freezer
- Boiler
- Tanks Above Ground

- Tanks Underground
- Demolition
- A/C Change Out
- Spray Booths
- Chimneys and Vents
- Cooling Towers/ Chiller
Systems
- Process Piping
- Fireplace Rough/ Ventilation
- Fireplace Final
- Hood Systems Final
- Other _____
- Final

Electrical

- Meter Repair
- Temporary Pole
- 30 day Temporary
- Pool Grounding
- Underground Rough
- Slab Grounding
- Rough
- Ceiling Rough
- Telephone Rough
- Telephone Final
- Television Rough
- Intercom Rough
- Sound Rough
- Central vacuum Rough
- Service Upgrade
- Miscellaneous Repairs
- Pool Niche Light
- Wall Rough
- Generator Rough
- Fire Alarm Rough
- Television Final
- Intercom Final
- Alarm Final
- Sound Final
- Central Vacuum Final
- Demolition
- Other _____
- Final

- VISIT OUR ONLINE PORTAL TO SCHEDULE YOUR INSPECTION
- INSPECTION REQUEST SHALL BE SUBMITTED PRIOR TO 3:00 PM FOR INSPECTION THE NEXT DAY
- PLEASE CALL BEFORE 9:00 AM THE MORNING OF THE INSPECTION FOR A TIME FRAME OR TO CANCEL THE INSPECTION
- ALL NEW CONSTRUCTION, AND ADDITIONS; A SLAB SURVEY AND ELEVATION CERTIFICATE SHALL BE SUBMITTED AND APPROVED PRIOR TO A COLUMN OR TIE BEAM INSPECTION.
- SWIMMING POOLS, SHALL HAVE A SPOT SURVEY APPROVED AFTER THE POOL IS GUNITED AND PRIOR TO PERIMETER PLUMBING PRESSURE TEST INSPECTION.
- A FINAL SURVEY IS REQUIRED PRIOR TO POOL BARRIER INSPECTION, DECK AND PERIMETER FENCE INSPECTION AND FINAL ELECTRIC INSPECTION PRIOR TO MARSITING THE POOL