



## North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: [www.nbvillage.com](http://www.nbvillage.com)

### **SIGN PERMIT APPLICATION REQUIREMENTS**

**Per city's Code Of Ordinances CH. 152**

**Sub CH 152.075—Sub CH. 152.083**

**All signs must be compliant with the City's Code Of Ordinances and must meet the Florida Building Code for all structural and electrical component**

- 1. Completed Building Permit Application, signed and notarized.**
  - 2. Completed Electrical Permit Application, signed and notarized. (if applicable)**
  - 3. Completed Electrical Fee Sheet.**
  - 4. Completed Owner/Builder Affidavit (if applicable).**
  
  - 5. Two copies of a property survey (if a free-standing sign). On survey/site plan indicate where the sign(s) is proposed to be constructed, and note all setbacks from property lines and buildings on the site plan/survey. Please refer to Article 4 of the LDRs for setback requirements.**
  - 6. Two (2) sets of plans signed and sealed by the engineer and/or architect.**
  - 7. Load calculations for all signs showing both the negative and positive wind load pressures on the sign.**
  - 8. Structural calculations for all footings, poles, slabs and connectors.**
  - 9. Two full color renderings of each sign proposed, including all dimensions of the sign and total square footage.**
  - 10. Two (2) copies of Addendum #2 (Required Wall Mounting Information) is required for all wall signs.**
  - 11. A rendering of the elevations of the building, or digital photos showing the location of all proposed signs, as well as any existing signs.**
  - 12. Linear footage of building frontage occupied must be noted on the plans submitted.**
- \*\*Please note that allowable sign square footage is calculated based on the linear footage of the occupied building.**



## City of North Bay Village

Building Department

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### ADDENDUM TO BUILDING PERMIT APPLICATION FOR SIGNS

Type of sign (wall, pole, monument, etc.) \_\_\_\_\_

Size of sign (total square feet) \_\_\_\_\_ s.f.

Lineal footage of building frontage occupied \_\_\_\_\_ l.f.

Sign colors:

Letter color: \_\_\_\_\_ Background color: \_\_\_\_\_

Sign Copy (wording on sign):

Sign location (front, side, etc.): \_\_\_\_\_

Electric: YES \_\_\_ NO \_\_\_

**PLEASE NOTE: IF THE SIGN REQUIRES THAT ELECTRICAL WORK BE DONE, SUCH WORK MUST BE DONE BY A LICENSED, INSURED CONTRACTOR. A SEPARATE ELECTRICAL PERMIT APPLICATION IS REQUIRED.**

**EACH SIGN PERMIT APPLICATION MUST BE ACCOMPANIED BY TWO DRAWINGS OF THE SIGN. ONE DRAWING MUST BE DONE IN THE COLORS PROPOSED FOR THE SIGN, INCLUDING BACKGROUND COLOR. THE SECOND DRAWING MAY BE A BLACK AND WHITE COPY OF THE ORIGINAL COLOR RENDERING.**



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## **ADDENDUM #2 – WALL SIGN INSTALLATIONS**

**This addendum is required to be submitted with your completed sign permit application and plans when installing wall signs.**

**1. Address of the sign installation:** \_\_\_\_\_

**2. Sign copy:**

**3. Exterior wall is made of: (please check one)**

**a. Hollow CBS block:** \_\_\_\_\_ **d. Solid CBS block:** \_\_\_\_\_

**b. Concrete:** \_\_\_\_\_ **e. Metal:** \_\_\_\_\_

**c. Wood:** \_\_\_\_\_

**4. Type of material and thickness of sign material (i.e. plastic 1/3 inch thick)**

**a. Plastic:** \_\_\_\_\_

**b. Wood:** \_\_\_\_\_

**c. Metal:** \_\_\_\_\_

**5. Method of attachment: both describe and draw below**

**6. Anchoring Devices: Indicate with an x on sign where anchoring devices will be installed and note the distance between each anchoring device.**

**Type Length Size**

**Anchors** \_\_\_\_\_

**Bolts** \_\_\_\_\_

**Screws** \_\_\_\_\_



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## **BASIC SIGN REQUIREMENT**

For more detailed requirements refer to municipal code CH 152

### **Single Family Residential: No sign except**

- 1. A nameplate (identification sign), not to exceed 1 square foot.**
- 2. Private directional, non illuminated not to exceed 1 square foot.**
- 3. One temporary non illuminated real estate sign not to exceed 80 square inches per side.**
- 4. One temporary non illuminated political sign not to exceed 3 square feet.**

### **Multifamily Residential: No sign except**

- 1. Accessory and directional signs non illuminated not to exceed 1 square foot (except illuminated fire exit signs)**
- 2. One temporary non illuminated political sign not to exceed 12 square feet in Rm-40 districts and 20 square feet in Rm-70 districts.**
- 3. A permanent non illuminated identification sign not to exceed 24 square feet**
- 4. A temporary non illuminated sign not to exceed 40 square feet in connection with new construction.**

### **Commercial districts: No signs except**

- 1. Accessory and directional non illuminated signs not to exceed 1 square feet.**
- 2. One temporary non illuminated real estate sign not to exceed 24 square feet.**
- 3. A temporary non illuminated, not to exceed 40 square feet, in connection with new construction.**
- 4. A permanent illuminated or no illuminated sign may be erected on one façade of a building or each portion of a building occupied by a separate commercial per office use that does not exceed an area equal to 10 percent of the area of the facade**
  - a. Contains no more that 10 sign information items.**
  - b. Only first floor façade area shall be used for the purpose of calculating the permissible sign area**
  - c. Signs shall not be permitted on any wide bay frontage.**
- 5. A permanent detached illuminated sign may be permitted, not to exceed 100 square feet per side. Additional area will be allotted for more than one occupancy in a building. Total area with multiple occupancies not to exceed 160 square feet and no more than one detached sign on the property. Height not to exceed 24 feet above ground**
- 6. A temporary sign may be attached to the frontage window. However , the total area of such signs shall not exceed 10 percent of the total area of such windows and doors or within five feet of the rear window.**

**Special Event and Grand Opening Signs: One (1 ) Grand Opening or Special Event Banner per street frontage of business is allowed for a maximum of 40 consecutive days, two (2) times per year. Grand Opening/Special Event banners are NOT ALLOWED for office buildings.**

**\*\*\* PLEASE NOTE\*\*\* A Special Event/Grand Opening Sign Application and Permit are required for all Special Events and Grand Opening Signs.**



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### **TEMPORARY SIGN PERMITS**

The Building Official or other official as designated by the City Manager, upon application as required in § 152.079, may issue temporary permits for signs and displays for a period of up to 90 days (including one renewal period up to an additional 30 days) when, the use of such signs and displays would be in the public interest and would not result in damage to private property, such as but not limited to the following:

- (A) Signs advertising a special civic or cultural event, such as a fair or exposition, play, concert, or meeting sponsored by a governmental or charitable organization.
- (B) Special decorative displays used for holidays, public demonstrations, or promotion of nonpartisan civic purposes.
- (C) Special sales promotion displays in a district where such sales are permitted, including displays incidental to the opening of a new business.

The Building Official is authorized to grant administrative approval for request for temporary signs that exceeds the size requirements up to a maximum size of 60 square feet, upon proper application for a Building Permit