

MIAMI BEACH

Planning Department
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**REQUIRED BY PLANNING FOR REVIEW OF:
 BUILDING COMMERCIAL SIGN PERMITS, INCLUDING ILLUMINATED SIGNS**

ITEM #	THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THE INITIAL APPLICATION SUBMITTAL. NON-COMPLIANCE MAY RESULT IN A FAILED REVIEW.	Required
1	Scope of work detailing the work that will be performed included in plans	X
2	DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	X
3	Master Building Permit Number (if applicable)	X
4	Signed and sealed site plan demonstrating the location of the proposed sign. Plans must be dimensioned and include:	X
5	General Requirements for Business Signs:	X
a	Copy of the Business Tax Receipt for operating business. If business is not open at time of application, a copy of the BTR will be required at time of inspection.	X
b	Details and Dimensions of proposed sign on applicable wall elevation. Include section drawing and total square footage of sign	X
c	Rendering of sign with dimensions to architectural or engineering scale	X
d	The linear footage of building frontage on site plan	X
e	Provide elevation drawing indicating area of façade where Building ID sign will be located and sq. ft. of proposed sign.	X
5-a	Detached Signs	
1	Details and Dimensions of proposed sign including height measured from grade elevation. Include total square footage of sign	X
2	Site plan showing the location of the proposed sign, setbacks and property lines	X
3	Rendering of sign with dimensions to architectural or engineering scale	X
5-b	Signage affixed to a fence	
1	Details and Dimensions Sections of proposed sign on fence measured from grade. Include total square footage of sign	X
2	Site plan showing the location of the proposed sign, setbacks and property lines	X
	See Chapter 6 for Design Standards	
	NOTE:	
*	Disconnect shall NOT be visible from street	X
*	Copy of Business Tax Receipt (BTR) or BTR Application must be provided to Planning Inspector at time of inspection. Historic Posting is required if located in a Historic District.	X
*	Construction or Window Signs processed via PZ Permit	X
*	Written narrative with responses are required for resubmittals. Narrative must identify the comment # and Corrected document number, i.e. Comment #1 - Corrected A-5.	X
*	Corrections on resubmittals MUST be clouded	X