

# MIAMI BEACH

Planning Department  
 1700 Convention Center Drive, 2nd Floor  
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## REQUIRED BY PLANNING FOR REVIEW OF: ELECTRICAL COMMERCIAL SIGN

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
a	Details and Dimensions of proposed sign on applicable wall elevation. Include total square footage of sign	X
b	Rendering of sign with dimensions to architectural or engineering scale	X
c	The linear footage of building frontage on site plan	X
d	Provide elevation drawing indicating area of façade where Building ID sign will be located and sq. ft. of proposed sign, as applicable	X
	<b>NOTE:</b>	
	Disconnect shall <b>NOT</b> be visible from street	
	Copy of Business Tax Receipt (BTR) or BTR Application must be provided to Planning Inspector at time of inspection	
*	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
*	Historic Posting required if located in a Historic District	X