

# MIAMIBEACH

PLANNING DEPARTMENT

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139

Permit No.
Code Violation (if applicable)

## PLANNING & ZONING PERMIT APPLICATION

ADDRESS OF PROPERTY	
NAME OF BUSINESS OR BUILDING (if applicable)	
NAME OF PROPERTY OWNER	ADDRESS OF PROPERTY OWNER
NAME OF APPLICANT	ADDRESS OF APPLICANT
APPLICANT EMAIL ADDRESS	TELEPHONE
SIGNATURE OF APPLICANT	DATE SIGNED
SIGNATURE OF OWNER IF DIFFERENT THAN APPLICANT	DATE SIGNED

### SEE REVERSE SIDE FOR EXHIBITS AND FEES REQUIRED

A Planning & Zoning Permit shall only be effective when this form is executed by an authorized staff person of the City of Miami Beach Planning Department and all required fees are paid.

If paying by check, please make the check payable to the CITY OF MIAMI BEACH.

TO BE COMPLETED BY STAFF					
<input type="checkbox"/> Window Sign	<input type="checkbox"/> Awning Valance Sign	<input type="checkbox"/> Vacant Store Front	<input type="checkbox"/> Hanging Awning Sign	SF <input type="checkbox"/> Y <input type="checkbox"/> N	HD <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Temp Banner Sign; Start Date: _____ End Date: _____				After-the-Fact <input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Construction Sign; Approved Building Permit:				Approved by _____	
<input type="checkbox"/> Paint	<input type="checkbox"/> Other: _____			Fee _____	

**A Planning & Zoning Permit may be issued for the following:**

- Window Signs
- Awning Valance Signs
- Vacant Store Front Signs
- Hanging Awning Signs
- Temporary Banner Signs
- Construction Signs
- Exterior Paint

**The following items are required for all applications (Except Paint):**

- Two (2) printed color photo of the area the sign is proposed to be placed
- Two (2) color renderings of the proposed signage with details and dimensions

**The following items may be required, depending on the type of permit requested:**

- Copy of the business current Business Tax Receipt (BTR)
  - *Required for Window Signs, Awning Signs, and Temporary Banner Signs*
- Signed and sealed survey, dated within one year of application
  - *Required for Construction Signs*
- Permit Number for a Building or Demo Permit that is in approved status
  - *Required for Construction Signs*
- Printed color photo of the building and paint samples/swatches
  - *Required for Paint Permits*

**Fees**

- \$96.00 Planning & Zoning Permit Fee
- \$288.00 After-the-Fact Planning & Zoning Permit Fee\*

**\* "AFTER-THE-FACT" applications are required to pay a triple fee, in accordance with Section 118-255(a)(10) of the Code of the City of Miami Beach, as amended.**