

# MIAMI BEACH

Planning Department  
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## REQUIRED BY PLANNING FOR REVIEW OF: PZ SIGN PERMITS

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. P&Z Permit application must be filed.	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 square footage of the storefront must be displayed in rendering	X
5	<b>General Requirements for Construction Signs and required artistic murals</b>	
	Signed and sealed survey, no less than a year old, with grade elevation (elevation from centerline of the road).	X
	Details and Dimensions of proposed sign on applicable wall elevation. Include total square footage of sign	X
	Provide detailed and dimensioned graphics for required mural and any proposed signage. Must comply with Section 7.5.1.6	
	P&Z Permit Application signed by the owner/contractor.	X
	Building permit number for new construction, alteration, or demolition must be noted in the P&Z permit application.	X
5-a	<b>Detached Signs (Construction)</b>	
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	<b>Signage affixed to a fence (Construction)</b>	
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
6	<b>Vacant storefront covers</b>	
1	Provide elevation drawings or colored rendering of proposed cover. Text not permitted only graphics	X
7	<b>Window Signs</b>	
1	Details and dimensions of text	X
2	Provide dimension of window / door	X
3	Provide total area of sign	X
4	Provide color photographs of ENTIRE building frontage	X
		X
	<b>NOTE:</b>	
*	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