



## **MINIMUM REQUIEREMENTS FOR SIGN PERMITS**

### **THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN DUPLICATE**

- BUILDING PERMIT APPLICATION COMPLETELY FILLED OUT SIGNED AND NOTERIZED
- ELECTRIC PERMIT APPLICATION COMPLETELY FILLED OUT SIGNED AND NOTERIZED (ILLUMINATED SIGNS)
- ZONING PERMIT APPLICATION COMPLETELY FILLED OUT SIGNED ANDD NOTERIZED
- DOCUMENTED PROOF OF COSTRUCTION COST INCLUDING ALL TRADES
- NOTICE OF COMMENCEMENT WORK OVER \$ 2,500.00 IN VALUE
- SURVEY SHOWING ALL EASEMENTS (MONUMENT SIGNS)
- WIND LOAD CALCULATIONS SIGNED AND SEALED BY AN ARCHITECT OR ENGINEER
- PLAN SHOWING TYPE OF SIGN, LOCATIN, COLORS, AND CONNECTIONS TO THE STRUCTURE

**THE PERMIT APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE MINIMUM DOCUMENTATION**

**OTHER DOCUMENTS MAY BE REQUIRED DEPENDING UPON THE JOB CONDITIONS**

# BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-17-2022

Select One Trade:  Building  Electrical  Plumbing  Mechanical  Other

Application Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

**1**

Job Address: \_\_\_\_\_ Unit: \_\_\_\_\_ City: \_\_\_\_\_

Tax Folio No.: \_\_\_\_\_ Flood Zn: \_\_\_\_\_ BFE: \_\_\_\_\_ Floor Area: \_\_\_\_\_ Job Value: \_\_\_\_\_

Building Use: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Description of Work: \_\_\_\_\_

New  Addition  Repair  Alteration  Demolition  Revision  Other: \_\_\_\_\_

Legal Description: \_\_\_\_\_  Attachment

**2**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3**

Contracting Co.: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Qualifier's Name: \_\_\_\_\_  Owner-Builder License Number: \_\_\_\_\_

**4**

Architect/Engineer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Engineer's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bonding Company: \_\_\_\_\_

Bonding Company's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fee Simple Titleholder's Name (If other than the owner) \_\_\_\_\_

Fee Simple Titleholder's Name (If other than the owner) \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mortgage Lender's Name: \_\_\_\_\_

Mortgage Lender's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: \_\_\_\_\_ Unit: \_\_\_\_\_ City: \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

<p>X _____ Signature of Property Owner or Agent (Including Contractor)</p> <p><b>STATE OF FLORIDA</b> <b>COUNTY OF _____</b></p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Property Owner or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Owner or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>	<p>X _____ Signature of Qualifier</p> <p><b>STATE OF FLORIDA</b> <b>COUNTY OF _____</b></p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Qualifier or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Qualifier or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>
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APPROVED BY: \_\_\_\_\_ Permit Officer Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_  
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

PERMIT AFFIDAVIT

FOR ACKNOWLEDGEMENT OF COMPLIANCE WITH RESTRICTIVE DEEDS AND COVENANTS  
STATE OF FLORIDA:  
BROWARD COUNTY:

On this day personally appeared before me, the undersigned officer duly authorized to administer oaths and take acknowledgments \_\_\_\_\_, who being by me first duly  
(HOMEOWNER)

sworn, deposes and says:

By my signature below, I acknowledge that the legal description for the property for which I am applying for a permit is \_\_\_\_\_

LOT BLOCK SUBDIVISION

a/k/a \_\_\_\_\_  
(Street address)

- 1. That I am the legal owner of the property
- 2. I acknowledge that approval may be required from the following

\_\_\_\_\_  
(Homeowners Association)

Which entities or associations regulate or otherwise govern the community, neighborhood, or development my property is located.

- 3. I further acknowledge that I am responsible for any additional cost that may be assessed by the Town of Lauderdale by the Sea and/or the entity regulating or governing the subject property as a result of my not having obtained the necessary approvals from any entity or association that may regulate or otherwise govern the community neighborhood, development in which my property is located.

FURTHER AFFIANT SAYETH NAUGHT

Date \_\_\_\_\_

\_\_\_\_\_  
Owners signature

\_\_\_\_\_  
Owners printed name

STATE OF FLORIDA  
COUNTY OF BROWARD

Affirmed and signed before me, on \_\_\_\_\_ the foregoing document was acknowledged before me affiant, \_\_\_\_\_, who personally appeared before me at the time of notarization, who signed and acknowledged signing the foregoing document, who did take an oath, and:

Who is personally known to me \_\_\_\_\_ or  
Who produced the following identification \_\_\_\_\_

\_\_\_\_\_  
Commission Expiration date:  
Notary Public

\_\_\_\_\_  
(Printed or typed name) (Seal)

## Time Limits for Construction - NOTICE TO OWNER

Section 6-12 of the Town's Code of Ordinances requires:

- 1. The construction of any new structure or new addition to an existing structure to be completed and all construction material, equipment and debris removed from the property within 18 months of the date of the issuance of the first building permit.***
- 2. The exterior elements of any repair or renovation to an existing structure which requires a building permit shall be completed and all construction material, equipment and debris removed from the property within six months of the issuance of the first building permit.***

This notification is the minimum 60 day's notice required in section 6-12.9(g).

The Failure to complete the construction at

\_\_\_\_\_ ,  
by the construction deadline may result in a fine or legal action by the Town.

If there are extenuating circumstances that prohibit the property owner from completing the construction within the deadline, the owner may seek an extension of time from the Town Commission. An application for extension of time may be obtained from the Development Services Department or Town Clerk.

### **Owner's Acknowledgement**

I acknowledge receipt and understanding of the Town's code provisions regarding the time period to complete a construction projects.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_



# **BUILDING DEPARTMENT**

**DURING A HURRICANE WATCH & BEFORE THE ONSET OF HURRICANE VELOCITY WINDS YOU ARE REQUIRED TO**

## **SECURE THIS SITE**

**IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects in exposed outdoor locations shall be lashed to rigid construction or shall be stored inside an enclosed structure.**

**Florida Building Code Broward County Administrative Provisions Section 110.13.2.4**

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS**

**This includes but not limited to:**

- **110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash**
- **110.13.2.2 Waste and Trash Enclosures Temporary Toilets**
- **110.13.2.3 Loose Construction Debris Forms and Construction Materials**
- **110.13.2.5 Roofing Tile and Materials Construction Shacks**
- **110.13.2.5 (1) Loading of Roof Tile**
- **110.13.2.5 (4) Store the construction materials inside an enclosed structure.**
- **110.13.3 Building materials shall be loaded on a roof no earlier than (200 working days prior to permanent installation.**
- **Temporary Electric Service Poles**

**AND PROTECT ALL GLASS AREAS**

PERMIT NUMBER: \_\_\_\_\_

**NOTICE OF COMMENCEMENT**

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

**1. DESCRIPTION OF PROPERTY** (Legal description & street address, if available) **TAX FOLIO NO.:** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **TRACT** \_\_\_\_\_ **LOT** \_\_\_\_\_ **BLDG** \_\_\_\_\_ **UNIT** \_\_\_\_\_

**2. GENERAL DESCRIPTION OF IMPROVEMENT:**

**3. OWNER INFORMATION:** a. Name \_\_\_\_\_

b. Address \_\_\_\_\_ c. Interest in property \_\_\_\_\_

d. Name and address of fee simple titleholder (if other than Owner) \_\_\_\_\_

**4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:**

**5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:**

**6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:**

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

**NAME, ADDRESS AND PHONE NUMBER:**

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

**NAME, ADDRESS AND PHONE NUMBER:**

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): \_\_\_\_\_, 20\_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
**Signature of Owner or  
Owner's Authorized Officer/Director/Partner/Manager**  
State of Florida  
County of Broward

\_\_\_\_\_  
**Print Name and Provide Signatory's Title/Office**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_, as \_\_\_\_\_  
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For \_\_\_\_\_ (name of party on behalf of whom instrument was executed)

\_\_\_\_\_ Personally known or \_\_\_\_\_ produced the following type of identification: \_\_\_\_\_

Notary

\_\_\_\_\_  
(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

**Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:**

By \_\_\_\_\_ By \_\_\_\_\_



**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**DEVELOPMENT SERVICES DEPARTMENT**  
 4501 N. Ocean Dr. LBTS, FL 33308  
 Ph (954) 640-4210 / Fax (954) 634-4654

**ZONING SIGN PERMIT APPLICATION**

**One application and fee is required for each requested sign.**

FOLIO # \_\_\_\_\_ ZONE \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

ADDRESS OF JOB SITE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TYPE OF SIGNAGE: \_\_\_\_\_

TOTAL NUMBER OF EXISTING SIGNS: \_\_\_\_\_

TOTAL REQUESTED (separate application form and fee for each sign): \_\_\_\_\_

BUILDING OWNER: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE # \_\_\_\_\_ E-MAIL \_\_\_\_\_

BUSINESS OWNER: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE # \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME OF CONTRACTING FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE # \_\_\_\_\_ E-MAIL \_\_\_\_\_

LICENSE # \_\_\_\_\_ INSURANCE # \_\_\_\_\_

\*\*\*\*\*

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and all work will be performed to meet the standards of all laws regulating work within this jurisdiction.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the Town or County, and there may be additional permits required from other governmental entities.

\_\_\_\_\_  
 Signature (Building Owner)      DATE \_\_\_\_\_

\_\_\_\_\_  
 Signature (Contractor)      DATE \_\_\_\_\_

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Printed Name

NOTARY \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY \_\_\_\_\_ DATE \_\_\_\_\_

My Commission Expires \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Lauderdale-By-The-Sea regulates signs in Chapter 30 Article VIII of the Town's Code of Ordinances. The code is available at [www.lbts-fl.gov](http://www.lbts-fl.gov) by clicking on the Town Code tab at the top of the web page.

### **Submittal requirements:**

*Please provide the following additional information:*

- (a) A drawing or sample of the proposed sign, to scale, showing the dimensions, letter size, colors, materials, structural support, and lighting, if any;
- (b) A plan showing the sign's proposed location either on the ground (pole, pylon or monument) or the building (wall) and the mounting height of the proposed sign, along with a color photograph of the proposed location;
- (c) If lighting is proposed, information regarding the type, and intensity and if applicable, Kelvin temperature of the proposed illumination to document compliance with the sign illumination restrictions of these regulations;
- (d) If applicable, a survey showing the elevation of nearest crown of road or sidewalk.
- (e) Photographs of the existing building that identifies the location, color, and sign type of other existing signs on the building; and
- (f) A letter from the building owner stating the designated color scheme for the building (max. 3 colors).

### **Please note:**

1. A Building Permit application is required for all permanent signage other than window lettering.
2. Signs that are installed without a permit will result in a double permit fee.



**CONTRACTOR  
CONTACT NAME  
JOB ADDRESS**

**PERMIT NUMBER  
CONTACT NUMBER**

**STRUCTURAL**

- Foundation
- Exterior Framing
- Wall Sheathing
- Columns
- Tie Beam
- Truss/Rafters
- Roof Sheathing
- Interior Framing
- Bucks
- Windows/Doors in progress
- Insulation
- Rock Base/ Forms
- Drywall/Screw
- Wire Lath
- Pool Steel
- Ceiling Grid
- Above Ceiling Penetrations
- Drive way
- Tin Cap and Accessories
- Mop in Progress
- Tile/Shingle in Progress
- Garage door
- Shutters
- Final Pool
- Final Fence
- Final Roof
- Final windows/doors
- Demolition
- Other \_\_\_\_\_
- Final

**ZONING**

- Fence
- Pool
- Rock Base/Forms
- Driveway
- Slab/Deck/Patio
- Dock/Seawall
- Sign
- Other \_\_\_\_\_
- Final

**PLUMBING**

- Rough
- Water Service
- Second Rough
- Top Out
- Fire Sprinkler Final
- Roof Drains
- Gas-rough Inside
- Gas-rough Outside
- 200 PSI Test
- LP tank
- Well
- Lawn Sprinkler Rough
- Sewer Hook-up
- Main Drain
- Pool Piping
- Backflow Preventer
- Interceptor
- Catch Basins
- Condensate Drains
- Medical Gas
- Gas Final
- Lawn Sprinkler Final
- Demolition
- Other \_\_\_\_\_
- FINAL

**MECHANICAL**

- Underground Piping
- Condensate Drains
- Rough Ductwork
- Exhaust Fans/Dryers
- Fire Dampers
- Smoke Dampers
- Ceiling Radiation Damper
- Hood Systems Rough
- Refrigerator/Walk Cooler/
- Freezer
- Boiler
- Tanks Above Ground

- Tanks Underground
- Demolition
- A/C Change Out
- Spray Booths
- Chimneys and Vents
- Cooling Towers/ Chiller
- Systems
- Process Piping
- Fireplace Rough/ Ventilation
- Fireplace Final
- Hood Systems Final
- Other \_\_\_\_\_
- Final

**Electrical**

- Meter Repair
- Temporary Pole
- 30 day Temporary
- Pool Grounding
- Underground Rough
- Slab Grounding
- Rough
- Ceiling Rough
- Telephone Rough
- Telephone Final
- Television Rough
- Intercom Rough
- Sound Rough
- Central vacuum Rough
- Service Upgrade
- Miscellaneous Repairs
- Pool Niche Light
- Wall Rough
- Generator Rough
- Fire Alarm Rough
- Television Final
- Intercom Final
- Alarm Final
- Sound Final
- Central Vacuum Final
- Demolition
- Other \_\_\_\_\_
- Final

Other not included

- VISIT OUR ONLINE PORTAL TO SCHEDULE YOUR INSPECTION
- INSPECTION REQUEST SHALL BE SUBMITTED PRIOR TO 3:00 PM FOR INSPECTION THE NEXT DAY
- PLEASE CALL BEFORE 9:00 AM THE MORNING OF THE INSPECTION FOR A TIME FRAME OR TO CANCEL THE INSPECTION
- ALL NEW CONSTRUCTION, AND ADDITIONS; A SLAB SURVEY AND ELEVATION CERTIFICATE SHALL BE SUBMITTED AND APPROVED PRIOR TO A COLUMN OR TIE BEAM INSPECTION.
- SWIMMING POOLS, SHALL HAVE A SPOT SURVEY APPROVED AFTER THE POOL IS GUNITED AND PRIOR TO PERIMETER PLUMBING PRESSURE TEST INSPECTION.
- A FINAL SURVEY IS REQUIRED PRIOR TO POOL BARRIER INSPECTION, DECK AND PERIMETER FENCE INSPECTION AND FINAL ELECTRIC INSPECTION PRIOR TO MARSITING THE POOL