



Permit # _____ Pin: _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description (Section/Block/Lot): _____ Parcel ID: _____

Owner's Information

Name: _____ Email: _____ Phone: _____

Address: _____

Contractor's Information

Name: _____ Email: _____ Phone: _____

Address: _____

Contact Name: _____ PSL Comp no. _____ State License no. _____

PROJECT INFORMATION

Sign location on the building or on the lot: _____ (example, north façade)

Electrical Contractor: _____

Type of sign: Permanent Temporary New Install Re-face Vinyl Lettering (no contractor license required)

Style of sign: Awning Monument Wall Menu Mural Canopy (on an attached canopy) Directional LED

Projecting Multi-tenant directory Other: _____

Wording of sign: _____ Size of sign: _____ X _____

Square footage: _____ Sign color(s): _____

Will the sign be directly or indirectly illuminated? Yes No *If no, skip to the next section.

Select one of the following: New electrical circuit (separate electrical permit required) Existing electrical circuit (hook-up of existing service only) Re-face only (no electrical work is needed)

***Illuminated signs must be installed and wired in accordance with the current edition of the NEC by a state or locally licensed Sign Electrical Contractor or Electrical Contractor. ALL illuminated and outlined lighting installed within the City of Port St. Lucie shall be listed by a nationally recognized testing agency (NEC 600.3).**

Total Valuation \$ _____

MUST BE SIGNED AND NOTARIZED

_____ Contractor Signature Date	_____ Owner or Owner's Authorized Representative Signature Date
_____ Print Name	_____ Print Name
_____ Notary Public, State of Florida	_____ Notary Public, State of Florida
STATE OF FLORIDA, County of _____	STATE OF FLORIDA, County of _____
[NOTARIAL SEAL]	[NOTARIAL SEAL]
The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.	The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

FOR OFFICE USE ONLY

PERMIT FEE \$ _____ Payment method: _____ Last 4 Digits of Credit Card or Check no.: _____ Receipt no.: _____

Application date: _____ Rec'd by: _____



CITY OF PORT ST. LUCIE PLANNING DEPARTMENT SIGN PERMIT CHECKLIST

Sign application documents and Planning and Zoning review fee shall be submitted first to the Planning and Zoning Department. After The Planning Department's zoning approval is complete the application packet will be submitted to the Building Department for permit processing and review.

PLANNING AND ZONING REQUIRED INFORMATION

1. FREESTANDING (MONUMENT) SIGNS

- Sufficient information describing location on sign. (Example; Northeast corner)
- Approved site plan with sign location identified.
- Distance from property lines indicated on drawing and checklist.
- Height of proposed sign.
- Dimensions of sign panel dimensioned on drawing.
- Show placement on sign of minimum 6 inch address numbers on drawing.
- Linear frontage of parcel indicated on drawing and checklist.

2. FACADE (WALL) SIGNS

- Elevation drawing of approximate sign location on building.
- Linear frontage of business shown on drawing and checklist.
- Dimensions of sign on drawing and checklist. Drawing shall have a rectangle from highest point to lowest point and side to side. _____ X _____ = _____ square feet proposed.

3. INFORMATION FOR ALL PROPOSED SIGNS

- Property parcel ID# _____
- Will the sign be directly or indirectly illuminated?
- Sign material and colors indicated on drawing.
- Letter of authorization is attached to packet.

4. SIGNS WITHIN A MASTER SIGN PROGRAM (MSP) AREA (Contact Planning for MSP locations)

- Letter from master sign program design review board stating that the proposed sign is consistent with the regulations of the program.
- If required by the master sign program stamped plans stating approval by the design review board.

NOTE: Be sure to contact the Building Department for a list of required documents. (772)871-5132



SIGN SUBMITTAL PROCESS

Step 1: Submit for sign permit via [Contractor E-Permitting Portal](#)

Documents required for submittal:

- a. Site plan w/approved location
- b. P&Z Sign Permit Checklist
- c. Set of digitally signed/sealed plans (one combined pdf)
- d. Master Sign Program Board approval letter (if applicable)
- e. Master Sign Program Design Board stamped plans (if applicable)
- f. Elevation plans sets
- g. Design Calculations
- h. Property owner affidavit

Step 2: Planning and Zoning will review for compliance with applicable zoning codes

Step 3: Building Department will review for compliance with applicable building codes.

Step 4: If applicable, any additional fees are paid, permit is issued.

Step 5: Log into online portal and download stamped, approved plans for jobsite.

Step 6: Schedule inspections via online portal.