



INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION
1801 27th Street, Vero Beach, FL 32960 772 266-1260

NOTICE

From: Scott McAdam, CBO, MCP, Building Official
To: All Permit Applicants
Date: 1/5/15 and 7/14/15
Subject: Sign Permit requirements, Listing, attachment details and inspections - clarification

Effective Date: JUNE 30, 2015

Requirements

Sign Permit Application requirements:

1. Wall mounted sign or signs, including individual letter signs e.g. installed flat on wall (not box sign), minimum attachment details see below.
2. All Wall mounted Box signs - Design Professional (F.S. 481 Architect or F.S. 481 Engineer), required to provide signed and sealed installation, attachment and construction details that must be included with permit application.
3. Illuminated Electric signs - wall, monument or other types must be Listed by UL or other approved Nationally Recognized Testing Laboratory NRTL, including components, wiring and enclosure. Listing is required per 2008 NEC section 600.3.
4. All Ground monument and pole signs require a Design Professional (F.S. 481 Architect or F.S. 481 Engineer), as well as construction and installation details.

Exception:

Ground mounted sign or signs consisting of maximum (1) 4'X8' piece of material, minimum (2) 4"X4" posts and maximum height of 6 feet.

Minimum attachment details and specifications required on the plans for items 1 above.

1. Fastener type, diameter, length, and maximum on center spacing, corrosion resistant (tapcon/ masonry screw, lag bolt, toggle bolt, expansion anchor, etc).
2. Type of surface/ facade or structure the sign will be attached or mounted to, e.g. masonry, plywood/ wood framing, EIFS, metal, etc.
3. Specifications for required additional blocking/ backing.

Sign inspection requirements

1. The Permit package must be on site in a readily visible location.
2. Access must be provided for inspection of the sign after installation. Some signs may require the contractor to provide access to the sign by means of ladder, lift or other means. Access may be required to the interior of the building including attic, mansards or soffits. Not every installation will be required to be accessed/opened for inspection but will be at the inspector's discretion (see comment 3 below).

3. A photo of the attachment method used must be included in the permit package on site at time of Final inspection. A photo of the Listing agencies sticker must also be taken. ~~when located on the inside or top (not visible from the ground)~~. The photos must be taken after installation and include in the photo the permit number for reference either by writing the number near the attachment method and sticker to be photo'd or written on something to be placed in the photo.

Inspection procedure clarifications

The following requirements will help expedite the sign approval process and limit the required access needed. Audit inspections with access will be conducted when needed.

Pictures required, audit inspections and details

1. Picture of attachment of sign to structure (attachments now are required to be sign and sealed by design professional). The attachments can be set up as a master design detail for the typical signs and case by case for the other odd shapes. This depends on the arrangement with the design professional, and if he indicates the detail can be used over and over for other projects or one time only (site and sign specific).
2. Picture of overall inside of the sign.
3. Picture of penetration of enclosure and electrical connector.
4. Picture of connection of sign wiring and branch circuit feeder wiring.
5. Picture of UL sticker even if visible from ground so we can see it clearly (some are now located on top so this will also help us see it and know it is not able to be seen from the ground (most of the plans also indicate where the sticker is to be located, not many manufactures will be placing them on top because of the issue it causes when not seen from the ground).
6. Picture of the disconnect/location (the plans for the sign should always indicate its location but this will make it clear).
7. Picture of equipment grounding connection.
8. Picture of photocells and time clocks and locations.
9. Pictures of other specific manufacture wiring, ballasts, etc will not be required because it will be UL Listed. During our occasional audit inspection we will see the manufactures wiring.
10. Pictures of inside the structure, such as mansard, soffit, roof etc areas for required backing, attachments, connections, etc will also help avoid questions, call backs and required access.

If these above pictures are provided all should go smooth. You can provide more pictures if you want, each one helps tell the story.