



INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION

1801 27th Street, Vero Beach, FL 32960 772- 226-1260

Sign Permit Checklist

The following items are required with submission of your permit application:

- **Indian River County/City of Vero Beach Sign permit application completed.**
- **Documentation that verifies job value. Examples include a copy of the signed contract between the owner and contractor or a signed estimate, etc.**
- **Application requires 3 copies of the following:**
 - **Monument or Ground Sign(s) require a legible survey showing the proposed location of the new sign(s). Survey must indicate distances from sign(s) to property lines.**
 - **Site Specific Signed and Sealed plans from a Florida licensed Design Professional are required for monument signs, box signs, illuminated electric signs and pole signs. Plans should indicate the following information:**
 - **Wind Design Criteria**
 - **Attachment Detail and construction details.**
 - **Existing type of surface sign will be attached or mounted to.**
 - **Specifications for additional blocking/backing if required.**
 - **Electrical Detail including Disconnect Location**
 - **Verification on plans that sign is UL Listed**
 - **Ground mount signs require foundation and installation details.**
 - **Wall mounted sign (not box sign) including individual letter signs require attachment detail from the sign contractor and do not require a Design Professional.**
 - **Attachment Detail including fastener type, diameter, length and maximum on center spacing.**
 - **Ground mount sign(s) consisting of a maximum of (1) 4'x8' piece of material (wood, plastic, etc.), minimum (2) 4" x4" posts and a maximum height of 6 feet require construction details from the sign contractor and do not require a Design Professional.**
- **Sign applications require approval from the Planning Department having jurisdiction.**
- **Commercial monument locations may also require Administrative Approval from the Planning Division.**
- **A Recorded Notice of Commencement (NOC) preferred to be submitted with application but must be submitted prior to first inspection if job value exceeds \$2500.**
- **Applicants are advised that Building Permit Applications are considered incomplete until all other IRC/COVB Departments and other Governmental agency reviews are completed and approved. The Building Permit Application will be routed to other departments, even if considered incomplete, in order to expedite the review process. The Building Permit Application review and approval time clock does not start until the application is deemed a Complete Application.**



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Sign Permit Application

SCOPE OF WORK: NEW REPLACEMENT

Parcel #: _____ JOB ADDRESS: _____

JOB DESCRIPTION: _____

Owner: _____ Phone: _____

Contractor: _____ Phone: _____

Email: _____ Contractor FAX: _____

Contractor License Number: _____ IRC Certificate #: _____

Engineer: _____ Phone: _____ Email: _____

Job Value*: _____

Monument Signs require separate sign permits. All wall signs on the same building can be done as 1 permit if constructed and inspected at the same time.

Scope of the work anticipated in this permit application:

Attach additional sheets if necessary.

I.R.C. Planning Department Sign application also required for signs in I.R.C. jurisdiction. Form can be downloaded at https://ircgov.com/communitydevelopment/Applications/Sign_Permit/Application.pdf

City of Vero Beach Planning Department Sign application also required for signs in COVB jurisdiction. Form can be downloaded at <https://www.covb.org/DocumentCenter/View/354/Sign-Application-and-Instructions-PDF->

***NOTICE OF COMMENCEMENT IS REQUIRED IF JOB VALUE EXCEEDS \$2,500**

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, insurance, and worker's compensation. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONER, ETC. Properties on which earth spills or other debris falls shall be cleaned immediately. All streets, sidewalks, and curbs damaged due to this construction shall be repaired to the satisfaction of the Engineering Department prior to the issuance of Certificate of Completion. IN APPLYING FOR THIS PERMIT, I HEREBY ATTEST THAT I HAVE THE KNOWLEDGE AND UNDERSTANDING OF ALL THAT IS REQUIRED BY THE FLORIDA BUILDING CODE AND ALL LAWS AND REGULATIONS PERTAINING TO PERFORMING AND COMPLETING THIS TYPE OF WORK.



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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.

Owner Signature

Contractor Signature

Acknowledgement for Person in an Individual Capacity
State of Florida, County of ... The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this ... day of ..., 20 ... by ...
who is [] personally known or [] produced identification
Type of ID Produced ...
Printed Name of Notary ...
Signature of Notary ...
Notary Seal

Acknowledgement for Person in a Representative Capacity
State of Florida, County of ... The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this ... day of ..., 20 ..., by ... (Name of Person) as ... (Explain Representative Capacity) for ... (Name of Party on Behalf of Whom Instrument was Executed).
who is [] personally known or [] produced identification
Type of ID Produced ...
Printed Name of Notary ...
Signature of Notary ...
Notary Seal