



THE VILLAGE OF NORTH PALM BEACH
 COMMUNITY DEVELOPMENT DEPARTMENT
 420 U.S. HIGHWAY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
 PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

SIGN BUILDING PERMIT CHECK LIST

1. Is there a **Master Sign Plan/Concept** approved by Planning Commission for the building/site:
 ___ Yes ___ No **If Yes, provide a current copy with building permit.**
 (Contact the property owner or email cdplanner@village-npb.org for Master Sign/Concept information)

2. If there is **NO Master Sign Plan/Concept**, please also submit a separate **Zoning Sign Application** for Planning Commission review. Planning Commission approval is required prior the issuance of the building permit.
<https://fl-northpalmbeach.civicplus.com/DocumentCenter/View/2359>

3. The following table contains the **required information for sign building permit application review by sign type**. See Chapter 6, Article V. –Signs and Outdoor Displays for Village’s sign code requirements on the [Municode webpage](#).

| Sign Building Permit Review Information |
|--|
| Provide the following information on your building permit plans as applicable: |
| Is the Sign Illuminated : ___ Yes ___ No If Yes, provide details on the permit plans |
| All permit plans are required to be scaled and dimensioned to demonstrate that the proposed signage meets the code size requirements. Site Plan is required for all new signage. Existing signage can be marked on an aerial or survey. |
| Monument/Ground Sign |
| 1. New or Existing Monument Sign: (provide dimensions for the overall sign) |
| 2. Sign Face Area (width, height & total sq ft) for each of the following elements: name of the business, logo and nature of the business |
| 3. Total Sign Face Area (width, height & total sq ft for combined sign face elements) |
| 4. Sign Setback (ft) from property line |
| 5. Required Landscaping (3ft around the entire base of the sign) |
| Wall Sign |
| 1. New or Existing Wall Sign (provide dimensions for the overall sign) |
| 2. Building Height (ft and stories) |
| 3. Sign Height as installed to top of wall sign and distance from roofline (ft) |
| 4. Building Setback (ft) from front property line |
| 5. Sign Face Area (width, height & total sq ft) for each of the following elements: name of the business, logo and nature of the business |
| 6. Total Sign Face Area (width, height & total sq ft for combined sign face elements) |

Sign Building Permit Review Information...continued from previous page

Provide the following information on your building permit plans as applicable:

Awning Sign (permitted on Northlake Boulevard in NBOZ only)

1. New or Existing Awning Sign (provide dimensions for the overall sign)
2. Building Height (ft and stories)
3. Sign Height as installed to top of wall sign and distance from roofline (ft)
4. Building Setback (ft) from front property line
5. Sign Face Area (width, height & total sq ft) for each of the following elements: name of the business, logo and nature of the business
6. Total Sign Face Area (width, height & total sq ft for combined sign face elements)

Window Lettering or Signage

1. New or Existing Sign: (If Existing, provide details and dimensions)
2. Proposed Signage (height, width & sq ft)
3. Total Window Glass Area (sq ft)
4. Maximum is 10% of window glass area,
Does proposed signage comply?