



# City of North Miami

776 Northeast 125<sup>th</sup> Street, North Miami, Florida 33161-5654

(305) 895-9820

## SIGN PERMIT INFORMATION

TO APPLY FOR A SIGN PERMIT FOR A PRIMARY IDENTIFICATION SIGN, SUBMIT THE FOLLOWING:

1. Completed Application(s), Sign Permit Addendum, and Owner/Builder Affidavit (if applicable).
2. One colored drawing of the proposed sign including background color).
3. One black and white drawing, or Xerox copy of the above.
4. Two copies of Addendum #2 is required for all new wall attachments.
5. A drawing of the building showing the location of all proposed signs.

NOTE: To apply for a pole or freestanding sign (must be pre-approved), a site plan and elevation plan are also required.

# PERMIT APPLICATION FOR MUNICIPALITIES OF DADE COUNTY (NORTH MIAMI)

Date \_\_\_\_\_ Job Address \_\_\_\_\_ Tax Folio \_\_\_\_\_  
 Legal Description \_\_\_\_\_ Master Permit # \_\_\_\_\_  
 Owner \_\_\_\_\_ Tenant \_\_\_\_\_  
 Owner's Address \_\_\_\_\_ Day-Time Phone \_\_\_\_\_  
 Contracting Co. \_\_\_\_\_ Address \_\_\_\_\_  
 Qualifier \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone \_\_\_\_\_  
 State # \_\_\_\_\_ Competency # \_\_\_\_\_ Ins. Co. \_\_\_\_\_  
 Architect/Engineer \_\_\_\_\_ Address \_\_\_\_\_  
 Bonding Company \_\_\_\_\_ Address \_\_\_\_\_  
 Mortgagor \_\_\_\_\_ Address \_\_\_\_\_

Permit Type:    ROOFING        BUILDING        ELECTRICAL        PLUMBING        MECHANICAL        PAVING  
                   FENCE            SIGN            DOCK            PAINT            SHED            POOL

Application is hereby made for a permit to do work & installation as indicated. I understand that separate permits are required for Electrical, Plumbing, Signs, Pools, Roofing, & Mechanical work.

WORK DESCRIPTION:            Circle One of the following:        COMMERCIAL        RESIDENTIAL

\_\_\_\_\_

\_\_\_\_\_

Square Ft. \_\_\_\_\_ Estimated Cost \_\_\_\_\_

**WARNING TO OWNER:** YOU MUST RECORD A **NOTICE OF COMMENCEMENT** AND YOUR FAILURE TO DO SO MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING THE NOTICE. **A BACKFLOW PREVENTION DEVICE PERMIT AND CERTIFICATION TEST** MAY BE REQUIRED IN ACCORDANCE WITH ORDINANCE #825. CALL THE PUBLIC WORKS DEPT. AT (305) 787-1001 OR VISIT THEIR OFFICE AT 1815 NE 150 ST.

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. Furthermore, I authorize the above-named contractor to do the work stated.

\_\_\_\_\_  
Signature of Property Owner or Condo President

\_\_\_\_\_  
Signature of Contractor

ADMINISTERED OATH  
SWORN TO & SUBSCRIBED BEFORE ME THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_.

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SWORN TO & SUBSCRIBED BEFORE ME THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_  
Signature of NOTARY to Onwer/Condo President  
(Print, Type, or Stamp Commissioned Name)

\_\_\_\_\_  
Signature of NOTARY to Contractor  
(Print, Type, or Stamp Commissioned Name)

Personally Known \_\_\_\_\_ or Produced I.D. \_\_\_\_\_

Personally Known \_\_\_\_\_ or Produced I.D. \_\_\_\_\_

Type of I.D. produced \_\_\_\_\_

Type of I.D. produced \_\_\_\_\_

FEE \_\_\_\_\_ Zoning \_\_\_\_\_ Building \_\_\_\_\_ Electrical \_\_\_\_\_  
 \_\_\_\_\_ Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_ Engineering \_\_\_\_\_

**THIS APPLICATION IS VALID FOR 90 DAYS FROM DATE RECEIVED. APPLICATION AND ALL ATTACHMENTS WILL BE DESTROYED AFTER THAT DATE IF PERMIT IS NOT ISSUED.**



**OWNER-BUILDER AFFIDAVIT**

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License # \_\_\_\_\_

TO: City of North Miami  
12340 NE 8 Avenue  
North Miami, FL 33161  
ATTN: Mr. John Jackson

Sir:

This letter will confirm that we shall not employ any workers on the following listed project other than myself and properly licensed and insured subcontractors.

Project Description: \_\_\_\_\_

Project Location: \_\_\_\_\_

North Miami, FL \_\_\_\_\_  
ZIP

\_\_\_\_\_  
Signature

ADMINISTERED OATH  
SWORN TO & SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_  
Signature of NOTARY

Print, Type, or Stamp Commissioned Name  
\_\_\_\_\_

Personally Known \_\_\_\_\_ or Produced I.D. \_\_\_\_\_

Type of I.D. produced \_\_\_\_\_



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## ADDENDUM TO BUILDING PERMIT APPLICATION

AN APPLICATION FOR BUILDING PERMIT MUST ACCOMPANY THIS ADDNEDUM

### SIGNS

Type of Sign (wall pole, painted, etc.) \_\_\_\_\_

Size of Sign (total square feet) \_\_\_\_\_

Frontage of Space Occupied (lineal feet) \_\_\_\_\_

Letter Color(s) \_\_\_\_\_

Background Color(s) \_\_\_\_\_

Sign Copy \_\_\_\_\_

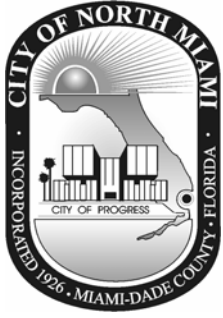
Location of Sign (front, side, etc.) \_\_\_\_\_

Electric:      Yes \_\_\_\_\_      No \_\_\_\_\_

#### **NOTE:**

IF THE SIGN REQUIRES THAT ELECTRICAL WORK BE DONE, SUCH WORK MUST BE DONE BY A CONTRACTOR AND A SEPARATE PERMIT APPLICATION COMPLETED.

**EACH SIGN PERMIT APPLICATION MUST BE ACCOMPANIED BY TWO DRAWINGS OF THE SIGN ITSELF. ONE DRAWING MUST BE DONE IN THE COLORS PROPOSED FOR THE SIGN, INCLUDING BACKGROUND COLOR (YOU MAY USE CRAYONS, COLORED PENCILS, MARKERS, ETC.). THE SECOND DRAWING CAN BE A XEROX COPY OR BLACK AND WHITE RENDITION.**



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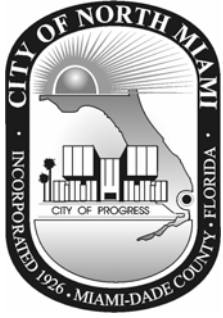
## ADDENDUM #2 FOR WALL SIGNS ONLY

1. ADDRESS: \_\_\_\_\_
2. SIGN COPY: \_\_\_\_\_
3. EXTERIOR WALL IS MADE OF: (check one)
  - (A) Hollow Concrete Block \_\_\_\_\_
  - (B) Solid Concrete Block \_\_\_\_\_
  - (C) Concrete \_\_\_\_\_
  - (D) Metal \_\_\_\_\_
  - (E) Wood \_\_\_\_\_
4. TYPE OF MATERIAL SIGN IS MADE OF AND THE THICKNESS: (check one)
  - (A) Plastic \_\_\_\_\_
  - (B) Wood \_\_\_\_\_
  - (C) Metal \_\_\_\_\_
5. METHOD OF ATTACHMENT (please draw below)

Please indicate with x places on sign where bolts or screws will be installed. Also, the distances from each other.

### 6. ANCHORING DEVICES:

|     | TYPE    | LENGTH | SIZE  |
|-----|---------|--------|-------|
| (A) | Anchors | _____  | _____ |
| (B) | Bolts   | _____  | _____ |
| (C) | Screws  | _____  | _____ |



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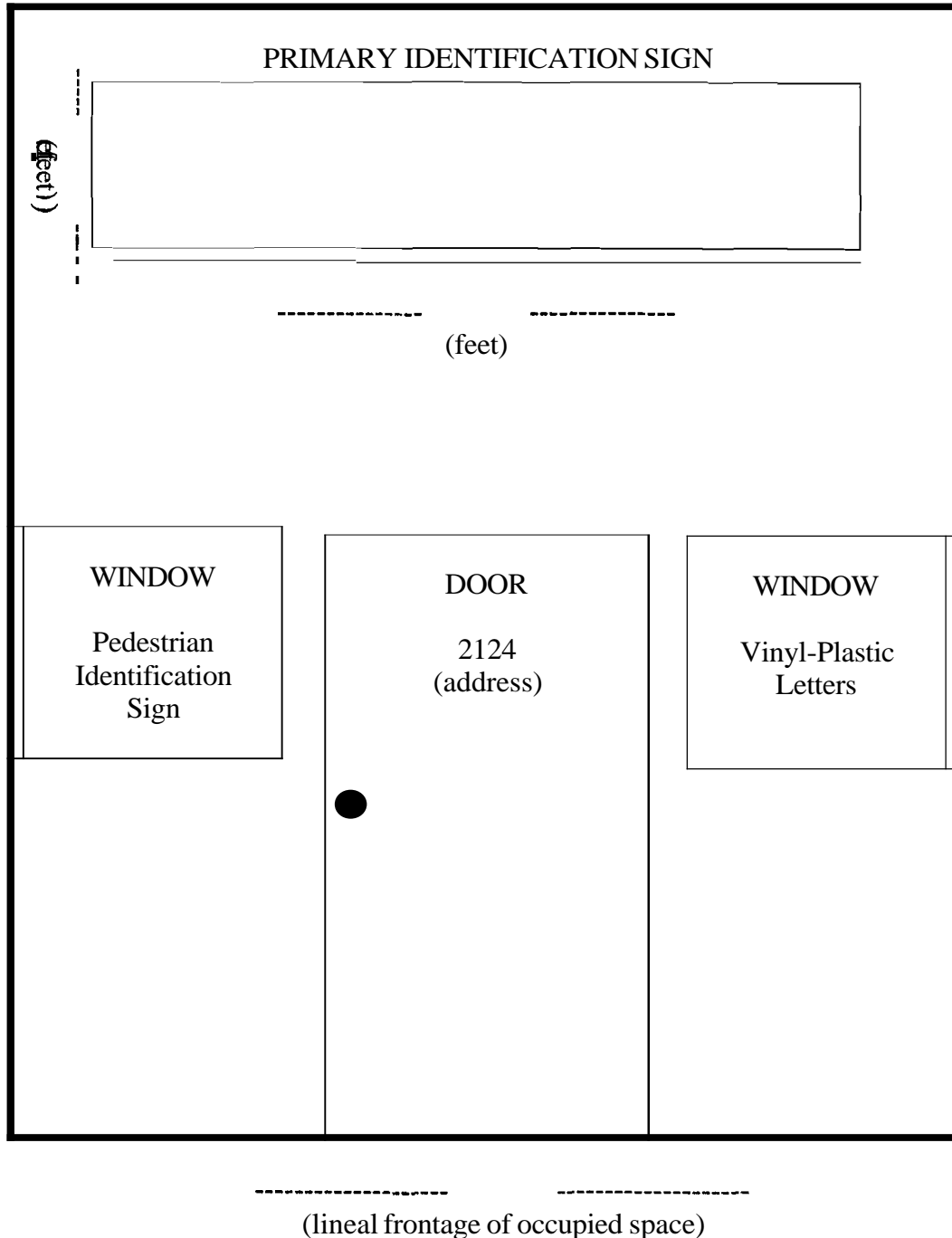
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ADDRESS

(PERMIT NOT REQUIRED)

Numbers designating the building address are required at both the front and rear entrances of the building. The numbers shall be at least three (3) inches but not more than six (6) inches high.

PRIMARY IDENTIFICATION SIGN

(PERMIT REQUIRED)

A primary identification sign denotes the name and/or address and/or major enterprise of the building only. It must be attached to, parallel with, and centered on the face of the building. The maximum sign area permitted is determined by the lineal frontage of the occupied portion of the building (one square foot for each lineal foot of occupied frontage).

PEDESTRIAN ID SIGN

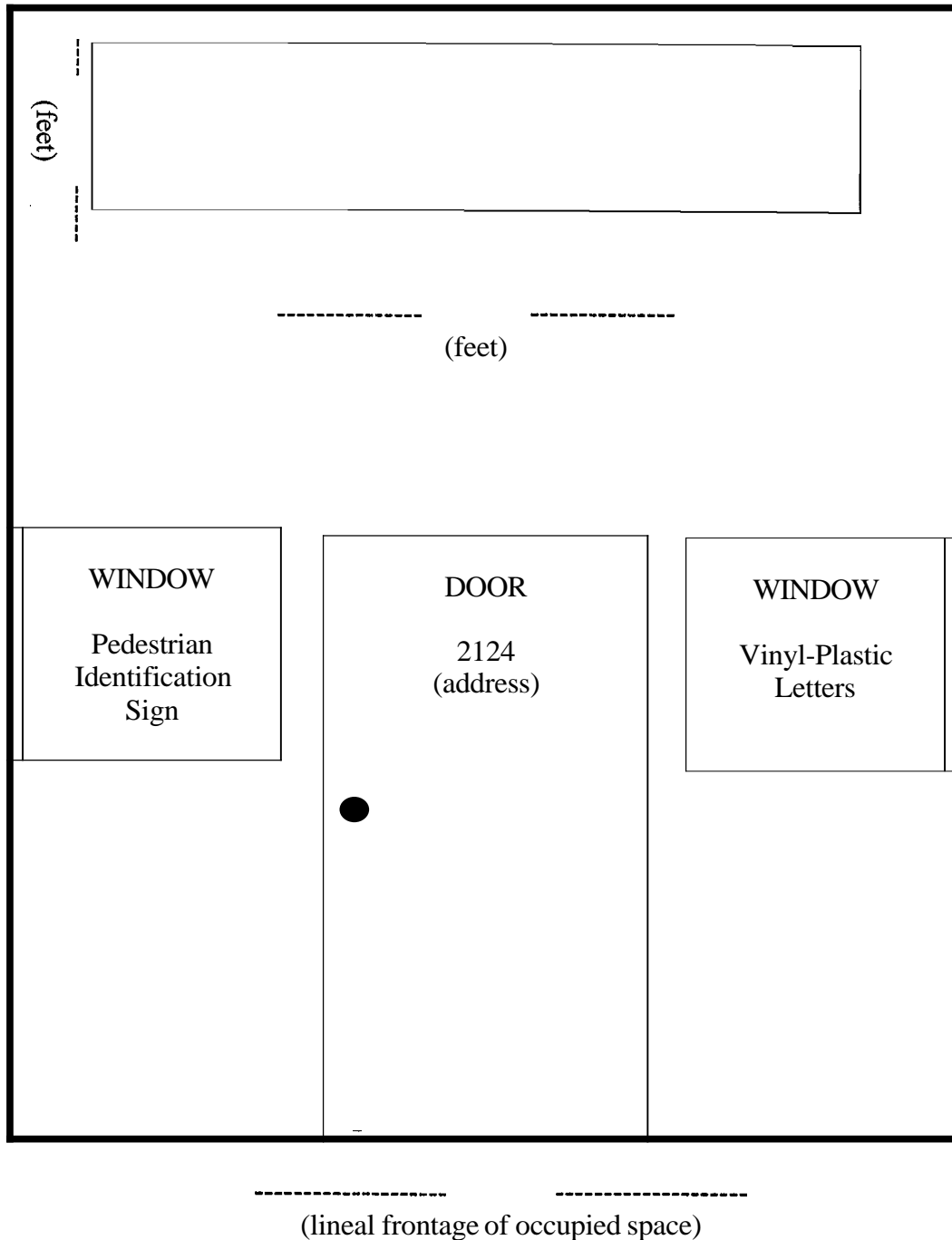
(PERMIT NOT REQUIRED)

A pedestrian identification sign is a painted, box, wood, or similar type sign in the window or on the outside face of the building which denotes the name and/or address and/or phone number and/or major enterprise. Such a sign can be erected only if the primary ID sign is located above the entrance to the building. The maximum sign area permitted is nine (9) square feet.

PLASTIC / VINYL LETTERS

(PERMIT NOT REQUIRED)

Plastic/Vinyl letters may comprise up to twenty-five percent (25%) of the total window area. There are no restrictions as to composition.



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