

SIGN APPLICATION CHECKLIST

1. Complete the Sign Application form. Each sign requires its own application.
2. Submit two (2) sets of complete drawings of the proposed sign(s) drawn to scale for each sign.
3. Submit a notarized consent letter from the property owner or agent of the owner, granting permission to place the sign on the property.
4. Signs over 32-SF require sealed drawings.

FLAT WALL SIGNS

1. Show the height and length of the tenant face. If this is a freestanding building, indicate the linear frontage where the sign will be placed.
2. Submit two (2) copies of a drawings with the sign drawn to scale, in color with the color number stated. Indicate the font, the size of the letters and the logo (if any), and include the attachment details.
3. If replacing an existing sign, indicate the location of the prior sign. Show the location of the proposed sign on the building.
4. If illuminated, submit an electrical diagram.

FREE STANDING SIGNS

1. Submit a copy of a survey/plot plan that shows the centerline of the street, all existing buildings and all existing free standing signs on the property.
2. On the survey mark the distance in feet from the property line to the leading edge of the footer for the proposed sign.
4. Submit 2-sets of complete drawings, drawn to scale of the proposed sign. Indicate the color numbers, letter height & font name and the distance in inches between lines of copy. Provide the footer and attachment details.
5. If illuminated, submit the electrical riser diagram.
6. All free standing signs must have the street address on the sign.

NOTE: Occupational License: Sign permits can not be issued until the person in control of the premises where the sign will be located, obtains an occupational license from the City of Delray Beach. Phone (561) 243-7205, for occupational license questions.