



# ***City of North Miami Beach, Florida***

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## **BUILDING DEPARTMENT**

### **SIGN CHECKLIST**

\_\_\_\_ Permit Application signed by both the property owner and contractor

\_\_\_\_ Survey and site plan required for monument signs

\_\_\_\_ Two (2) descriptions of lettering and coloring used and the size of the sign

\_\_\_\_ Two (2) fully dimensional drawings of the sign

\_\_\_\_ Two (2) photographs of the building and proposed location on the building

\_\_\_\_ Signed contract indicating cost of project (signed by both parties – cost to include material and labor.)

\_\_\_\_ Upfront fee required at time of application.