



# **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.

### **ADDITION ELECTRICAL REQUIREMENTS (IF APPLICABLE)**

1. Sign outlets must be controlled by an astronomical time clock with minimum 10-hour back-up or a photocell. FBC 13-415. AB.1.4
2. Provide complete electrical load and circuit data (number of ballasts, circuits, load, circuit # etc.)
3. A lighting outlet is required in attics and soffits where ballasts, transformers, or electronic power supplies are located. NEC 600.21 (E)
4. Attic and soffit location of ballasts, transformers, or electronic power supplies must be provided with the following access features. NEC 600.21 (E)
  - a. An access door with minimum dimensions of 36 x 22½ inches.
  - b. A passageway from the point of entry to the component location
  - c. Minimum space 3 feet high and 2 feet wide
  - d. Permanent walkway a minimum 12 inches wide
5. Provide Cut Sheet for all LED and Transformer, all by the same brand
6. Provide total led module per power supply