



CITY OF HOMESTEAD DEVELOPMENT SERVICES
790 N HOMESTEAD BLVD
HOMESTEAD, FL 33033
TEL. 305-224-4500
FAX. 305-224-4539

Checklist for

SIGNS

DEVELOPMENT SERVICES:
Monday thru Friday 7:30 AM – 4:30 PM

- A complete **Sign** permit application – Owner’s and Qualifier’s signature Notarized.
- Contractor’s License and Insurance information up-to-date.
- Owner’s signature on application or “Permit Authorization” authorizing contractor as agent.
- Folio # needed
- Two (2) complete sets of plans (if over 24 sq. ft. attached to a building, or other structure or appurtenances, plans must be signed and sealed by architect or engineer).
- Two (2) copies of current legal survey indicating location of sign, along with picture identifying colors and letters.
- UL or certified (if box), pole, monument etc. along with electrical drawings.
- Please review new Ordinance 2008-09-27 for Banners
- Notice to Contractors
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

REVIEW PROCESS

1. Zoning
2. Electrical
3. Business License
4. Structural Engineer
5. Building Official

****Note**** All trades pull their own permits after Sign Permit is issued.

Accepted by _____