



## SIGNS CHECKLIST

DEVELOPMENT SERVICES  
ALL DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO  
[Permits@homesteadfl.gov](mailto:Permits@homesteadfl.gov)

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

- Completed Permit Application with property owner and contractor's information and notarized signatures.
- Contractor's License and Insurance must be current.
- Construction plans and documents signed, sealed, and dated by design professional (Architect or Engineer)
- 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 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
5. Building
6. Building Official

[WWW.HOMESTEADFL.GOV](http://WWW.HOMESTEADFL.GOV)