



PERMIT NUMBER _____

MINIMUM REQUIREMENTS FOR SIGN PERMITS

BUILDING PERMIT APPLICATION COMPLETELY FILLED OUT SIGNED AND NOTARIZED

ZONING PERMIT APPLICATION COMPLETELY FILLED OUT SIGNED AND NOTARIZED

DOCUMENTED PROOF OF CONSTRUCTION COST INCLUDING ALL TRADES

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN DUPLICATE

NOTICE OF COMMENCEMENT OVER \$ 2,500.00 IN VALUE

OWNERS LETTER OF PERMISSION TO INSTALL SIGN

SURVEY SHOWING ALL EASEMENTS (MONUMENT SIGNS)

WINDLOAD CALCULATIONS SIGNED AND SEALED BY AN ARCHITECT OR ENGINEER

PLAN SHOWING TYPE OF SIGN, LOCATION OF SIGN, COLORS AND CONNECTIONS TO STRUCTURE

ELECTRIC PERMIT (ILLUMINATED SIGNS)

ZONING SIGN PERMIT APPLICATION

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade: Building Electrical Plumbing Mechanical Other _____

Application Number: _____ Application Date: _____

1	Job Address: _____	Unit: _____	City: _____
	Tax Folio No.: _____	Flood Zn: _____	BFE: _____
	Building Use: _____	Construction Type: _____	Job Value: _____
	Present Use: _____	Proposed Used: _____	Occupancy Group: _____
	Description of Work:		
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____		
	Legal Description: _____ <input type="checkbox"/> Attachment		

2	Property Owner: _____	Phone: _____	Email: _____
	Owner's Address: _____	City: _____	State: _____ Zip: _____

3	Contracting Co.: _____	Phone: _____	Email: _____
	Company Address: _____	City: _____	State: _____ Zip: _____
	Qualifier's Name: _____	Owner-Builder: <input type="checkbox"/>	License Number: _____

4	Architect/Engineer's Name: _____	Phone: _____	Email: _____
	Architect/Engineer's Address: _____	City: _____	State: _____ Zip: _____
	Bonding Company: _____		
	Bonding Company Address: _____	City: _____	State: _____ Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____		
	Fee Simple Titleholder's Address (If other than owner): _____	City: _____	State: _____ Zip: _____
	Mortgage Lender's Name: _____		
	Mortgage Lender's Address: _____	City: _____	State: _____ Zip: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____
Signature of Property Owner or Agent

X _____
Signature of Qualifier

STATE OF _____
COUNTY OF _____

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.
Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.



Lauderdale-By-The-Sea

Building Department

4501 Ocean Drive

Lauderdale-By-The-Sea, FL 33308

Phone: (954)640-4215

Fax: (954)640-4211

PERMIT NUMBER _____

OWNER'S AFFIDAVIT: I certify that all information provided is accurate, and that all work will be performed in compliance with all applicable laws regulating construction and zoning. No work has been commenced prior to the permit sought by this application, and all work will be done as indicated in the application and all accompanying document and plans.

NOTICE: In addition the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the county, and there may be additional permits required from other governmental entities such as water management districts, County, State or Federal agencies.

DISCLAIMER: Issuance of a development permit by a municipality does not in any way create any right on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

CONDITION: All applicable state and federal permits must be obtained before commencement of the development.

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPORVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR ATTORNEY BEFORE RECORDING THE NOTICE OF COMMENCEMENT.

CONTRACTOR

PRINT NAME OF CONTRACTOR

SIGNATURE OF CONTRACTOR

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before
me this _____ day of _____
20____, by _____
NOTARY: _____

SEAL:

Personally Known: _____
Or produced Identification _____
Type of Identification Produced _____

OWNER

PRINT NAME OF OWNER

SIGNATURE OF OWNER

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before
me this _____ day of _____
20____, by _____
NOTARY: _____

SEAL:

Personally Known: _____
Or produced Identification _____
Type of Identification Produced _____



Lauderdale-By-The-Sea

Building Department
4501 Ocean Drive
Lauderdale-By-The-Sea, FL 33308
Phone: (954)640-4215
Fax: (954)640-4211

PERMIT NUMBER _____

PERMIT AFFIDAVIT

FOR ACKNOWLEDGEMENT OF COMPLIANCE WITH RESTRICTIVE DEEDS AND COVENANTS

STATE OF FLORIDA

BROWARD COUNTY

On this day personally appeared before me, the undersigned officer duly authorized to administer oaths and take acknowledgments _____, who being by me first duly sworn, deposes and says. **(HOMEOWNER)**

By my signature below, I acknowledge that the legal description for the property for which I am applying for a permit is

(Lot/block)

a/k/a _____
(Street address & subdivision)

1. That I am the legal owner of the property
2. I acknowledge that approval may be required from the following

(Homeowners Association)

Which entities or associations regulate or otherwise govern the community, neighborhood, or development my property is located.

3. I further acknowledge that I am responsible for any additional cost that may be assessed by the Town of Lauderdale by the Sea and/or the entity regulating or governing the subject property as a result of my not having obtained the necessary approvals from any entity or association that may regulate or otherwise govern the community neighborhood, development in which my property is located.

FURTHER AFFIANT SAYETH NAUGHT

Witness Signature

Witness Signature

Witness Printed Name

Witness Printed Name

STATE OF FLORIDA
COUNTY OF BROWARD

Affirmed and signed before me, on _____ the foregoing document was acknowledged before me affiant, _____, who personally appeared before me at the time of notarization, who signed and acknowledged signing the foregoing document, who did take an oath, and:

- Who is personally known to me or
- Who produced the following identification _____

Notary Public Commission Expiration date:



PERMIT NUMBER _____

_____ (Seal)
(Printed or typed name)

Time Limits for Construction - NOTICE TO OWNER

Section 6-12 of the Town's Code of Ordinances requires:

- 1. The construction of any new structure or new addition to an existing structure to be completed and all construction material, equipment and debris removed from the property within 18 months of the date of the issuance of the first building permit.***
- 2. The exterior elements of any repair or renovation to an existing structure which requires a building permit shall be completed and all construction material, equipment and debris removed from the property within six months of the issuance of the first building permit.***

This notice is the minimum 60 days notice required in 6-12.9(g).

The Failure to complete the construction at _____, by the construction deadline may result in a fine or legal action by the Town.

If there are extenuating circumstances that prohibit the property owner from completing the construction within the deadline, the owner may seek an extension of time from the Town Commission. An application for extension of time may be obtained from the Development Services Department or Town Clerk.

Owner's Acknowledgement

I acknowledge receipt and understanding of the Town's code provisions regarding the time period to complete a construction projects.

Signature: _____ Date: _____

Print Name: _____

Address of Property: _____



Lauderdale-By-The-Sea

Building Department

4501 Ocean Drive

Lauderdale-By-The-Sea, FL 33308

Phone: (954)640-4215

Fax: (954)640-4211

PERMIT NUMBER _____

BUILDING DEPARTMENT

**DURING A HURRICANE WATCH & BEFORE THE ONSET
OF HURRICANE VELOCITY WINDS YOU ARE REQUIRED TO**

SECURE THIS SITE

**IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS
OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects in exposed outdoor locations shall be lashed to rigid
construction or shall be stored inside an enclosed structure.**

Florida Building Code Broward County Administrative Provisions Section 110.13.2.4

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED
SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR
ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS
AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS**

This includes but not limited to:

- 110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash
- 110.13.2.2 Waste and Trash Enclosures Temporary Toilets
- 110.13.2.3 Loose Construction Debris Forms and Construction Materials
- 110.13.2.5 Roofing Tile and Materials Construction Shacks
- 110.13.2.5 (1) Loading of Roof Tile
- 110.13.2.5 (4) Store the construction materials inside an enclosed structure.
- 110.13.3 Building materials shall be loaded on a roof no earlier than (200 working days prior to permanent installation.
- Temporary Electric Service Poles

AND PROTECT ALL GLASS AREAS



TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA
DEVELOPMENT SERVICES DEPARTMENT
 4501 N. Ocean Dr. LBTS, FL 33308
 Ph (954) 640-4210 / Fax (954) 634-4654

ZONING SIGN PERMIT APPLICATION

One application and fee is required for each requested sign.

FOLIO # _____ ZONE _____ LOT _____ BLOCK _____

SUBDIVISION: _____

ADDRESS OF JOB SITE: _____

BUSINESS NAME: _____

TYPE OF SIGNAGE: _____

TOTAL NUMBER OF EXISTING SIGNS: _____

TOTAL REQUESTED (separate application form and fee for each sign): _____

BUILDING OWNER: NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE _____

PHONE # _____ E-MAIL _____

BUSINESS OWNER: NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE _____

PHONE # _____ E-MAIL _____

NAME OF CONTRACTING FIRM: _____

ADDRESS: _____

CITY: _____ ZIP CODE _____

PHONE # _____ E-MAIL _____

LICENSE # _____ INSURANCE # _____

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and all work will be performed to meet the standards of all laws regulating work within this jurisdiction.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the Town or County, and there may be additional permits required from other governmental entities.

 Signature (Building Owner) DATE _____

 Signature (Contractor) DATE _____

 Printed Name

 Printed Name

NOTARY _____ DATE _____

NOTARY _____ DATE _____

My Commission Expires _____

My Commission Expires _____

Lauderdale-By-The-Sea regulates signs in Chapter 30 Article VIII of the Town's Code of Ordinances. The code is available at www.lbts-fl.gov by clicking on the Town Code tab at the top of the web page.

Submittal requirements:

Please provide the following additional information:

- (a) A drawing or sample of the proposed sign, to scale, showing the dimensions, letter size, colors, materials, structural support, and lighting, if any;
- (b) A plan showing the sign's proposed location either on the ground (pole, pylon or monument) or the building (wall) and the mounting height of the proposed sign, along with a color photograph of the proposed location;
- (c) If lighting is proposed, information regarding the type, and intensity and if applicable, Kelvin temperature of the proposed illumination to document compliance with the sign illumination restrictions of these regulations;
- (d) If applicable, a survey showing the elevation of nearest crown of road or sidewalk.
- (e) Photographs of the existing building that identifies the location, color, and sign type of other existing signs on the building; and
- (f) A letter from the building owner stating the designated color scheme for the building (max. 3 colors).

Please note:

1. A Building Permit application is required for all permanent signage other than window lettering.
2. Signs that are installed without a permit will result in a double permit fee.