
VERO BEACH SIGN REVIEW APPLICATION

City of Vero Beach Planning Department
1053 20th Place - P.O. Box 1389 Tel: (772) 978-4550
Vero Beach, FL 32961-1389 FAX: (772) 778-3856

INFORMATION SHEET

This is not a building permit. This certificate shows that the proposed signs are in conformance with size and location requirements of the Vero Beach Sign Ordinance. After obtaining approval from City Hall, you must also secure any necessary building, electrical, mechanical, or other required permits and obtain a final inspection from the Vero Beach/Indian River County Building Department. The Building Department is located in the County Administration Building, 1801 27th Street, Vero Beach, FL 32960 (772/226-1260). This information sheet is intended to provide an overview only. Please refer to the Vero Beach Sign Ordinance for complete details.

WHEN IS A PERMIT REQUIRED?

The Vero Beach Sign Ordinance requires you to obtain a permit in order to erect, replace, reconstruct, structurally alter, expand, relocate, use, or maintain any sign. This means that you need a permit in the following instances:

A Sign Permit is Needed to:

- 1) Install any new sign. This includes painting a new sign or fastening a new sign or lettering to a wall.
- 2) Replace any sign face. This includes replacing the plastic face on an existing sign, replacing an existing sign or lettering on a building façade, or replacing an existing sign on an awning. This requirement applies primarily to new businesses wishing to use existing sign frames. Sign maintenance activities are excluded [see (2) below].
- 3) Change the fastening method of a wall sign in any way.
- 4) Modify the electrical system of a sign in any way.

A Sign Permit is Not Needed to:

- 1) Change the business names on a directory sign.
- 2) Perform sign maintenance. Sign maintenance includes replacing a plastic face; replacing a wall sign; repainting a wall sign; or replacing an awning sign. The new sign must be for the same business as the original sign. The message on the sign may not change. New signs must be the same size as the original and be mounted in exactly the same manner and location as the original.
- 3) Erect a sign listed in City Code Section 38.09 (Signs not requiring permits).

WHO MAY OBTAIN A BUILDING PERMIT FOR SIGNS?

Sign building permits are issued only to licensed Sign Installation Contractors, General Contractors, or the owners of the property when such owner is utilizing the entire property for his own use. Tenants of property are able to obtain permits for signs painted directly on the structure they occupy. Other types of sign building permits (for facade or freestanding signs) will not be issued to tenants.

WHAT IS THE APPROVAL PROCESS FOR BUILDING PERMITS FOR SIGNS?

As with other development applications in Vero Beach, you must first obtain zoning approval through the Vero Beach Planning Department. After you receive zoning approval, you must be issued a building permit through the Vero Beach/Indian River County Building Department. Building permits are required for signs to assure compliance with the Standard Building Code and National Electrical Code.

An overview of the steps required for approval of a sign is as follows:

- 1) Submit the Sign Review Application, drawings, and fee to the Vero Beach Planning Department for review and approval.
- 2) After you receive Planning Department approval, take your approved application and drawings to the Vero Beach/Indian River County Building Department for review to obtain a building permit. You will be charged a fee for this review.
- 3) After you obtain your building permit, you may install your sign(s).
- 4) After you install your sign(s), notify the Building Department (226-1260) for a final inspection. They will inspect your sign(s) and issue an approval sticker.

No footings for a freestanding sign may be poured until structural components have been approved by the Building Department.

HOW MUCH WILL A SIGN REVIEW COST?

The Vero Beach Planning Department review fee is \$55.00 **per sign**. The Building Department also charges a fee for the building permit review. The fee varies, and is based upon the complexity of the sign and types of reviews necessary (electrical, structural, etc). Please check with the Building Department to obtain the review fee for your particular type of sign.

WHAT ARE THE GENERAL SUBMITTAL REQUIREMENTS?

- 1) Please write legibly. This application will become your approval certificate
- 2) You may apply for all signs for a single business using one application form.
- 3) Each business is required to have its own approval certificate for its signs.
- 4) Any sign erected before a sign certificate or building permit has been issued will be subject to a double fee and possible Code Enforcement action.
- 5) No sign application will be processed before the establishment has acquired a City of Vero Beach occupational license.

WHAT DRAWINGS WILL I NEED TO SUBMIT?

All applicable drawings listed below must be submitted for review to the Vero Beach Planning Department. Please provide three (3) copies of legible drawings. Drawings must be clearly dimensioned and may be done on 8½" x 11" sheets of paper. You may show as many signs as you wish on one drawing. Clearly label each sign (#1 Proposed Sign; #2 Proposed Sign, etc). If a sign is not clearly listed on the application and depicted on the drawings, it will not receive a permit.

Drawings for All Signs Must Contain:

- 1) Foundation detail (for freestanding signs).
- 2) Size and arrangement of structural members.
- 3) Fastener size, type, and arrangement.
- 4) Electric schematic (if applicable).
- 5) Dimensioned elevation drawing, including colors to be used.

Drawings for Freestanding Signs Must Contain:

- 1) Height of the sign.
- 2) Plot plan showing sign location on the site, setback dimensions from the property lines to the closest part of the sign, existing public sidewalks, utility poles, and power lines.
- 3) ***Plot plan must be to scale.***

Drawings for Facade Signs Must Contain:

- 1) The entire building facade on which the sign is to be placed, including the dimensions of the face of the building.
- 2) The location and dimensions of the proposed sign and all existing signs.
- 3) Projecting or overhanging signs also require:
 - a) Dimensioned drawing showing the sign projecting out or hanging down from the wall or marquee, with reference to any public sidewalk.
 - b) Height of the sign above the sidewalk.
 - c) Distance the sign projects out.

A SPECIAL NOTE FOR SIGNS ON AWNINGS

If you are applying for a sign located on a new awning and the new awning requires a Vero Beach Minor Change to Site approval, the following applies:

- 1) Apply to the Vero Beach Planning Department for Minor Change to Site approval for the awning. Submit the necessary drawings and pay the required review fee.
- 2) Submit the Vero Beach Sign Review Application at the same time. You will not need to submit the sign review fee or sign drawings. Make sure that you include the information required for sign drawings on your Minor Change to Site drawings.
- 3) You may pick up your approved Sign Review Certificate when you pick up your Minor Change to Site approval.
- 4) Obtain the proper Building Division permits and schedule inspections as may be required.

WHERE CAN I GET MORE INFORMATION?

You may call the Vero Beach Planning Department at (772) 978-4550, for questions pertaining to the Sign Ordinance, sign size requirements, or this application. The Planning Department sells copies of the Sign Ordinance for \$.15 per page at City Hall or it can be viewed on the City's website (www.covb.org).

You may call the Vero Beach/Indian River County Building Department at (772) 226-1260 for questions pertaining to the technical aspects of sign construction or for information about obtaining a sign building permit.

VERO BEACH SIGN REVIEW APPLICATION
City of Vero Beach Department (772) 978-4550 [Fax 772-778-3856]
PO Box 1389 – 1053 20th Place, Vero Beach, FL 32961-1389

SIGN LOCATION: _____
 Address

BUILDING OWNER: _____
 Name Address Phone & FAX

TENANT: _____
 Name Address Phone & FAX

CONTRACTOR: _____
 Name Address Phone & FAX

APPLICANT IS (check one): Building Owner Contractor Tenant

TOTAL COST OF ALL SIGNS PROPOSED ON THIS APPLICATION: \$ _____

LIST THE SQUARE FOOTAGES OF ALL EXISTING SIGNS:

Facade: 1) _____ 2) _____ 3) _____ 4) _____

Freestanding: 1) _____ 2) _____ 3) _____ 4) _____

Attach another sheet if additional space is required. Please show all existing signage on drawings.

Total # of sign applied for under this application (circle one): 1 2 3 4 [More: # _____]

Please list each proposed sign individually on Page 2 and include the necessary drawings.

If it is determined that there has been any misrepresentation on this application or exhibits submitted, that shall be considered sufficient cause for revocation of this permit by the City. See City Code Section 38.08(a).

Applicant Signature: _____ Date

Property Owner Signature: _____ Date

Print Owner Name: _____

CITY OF VERO BEACH SIGN APPROVAL CERTIFICATE

Review Fee: \$ _____ After Fact Review Fee: \$ _____ Approval #: _____

Zone: _____ Parcel ID #: _____

Approved for the (#) _____ signs described herein by:

Approved: _____ Date: _____

This certificate is void unless approved by the proper City officials.

IMPORTANT NOTICE: YOU MUST SECURE A BUILDING PERMIT PRIOR TO ON-SITE CONSTRUCTION, INSTALLATION, OR ALTERATION ACTIVITY. A COPY OF THIS APPLICATION WILL BE PROVIDED TO THE INDIAN RIVER COUNTY BUILDING DEPARTMENT.

**VERO BEACH SIGN REVIEW
APPLICATION**
Listing for Proposed Signs

SIGN LOCATION: _____
Address

#1 PROPOSED SIGN: Number of ballasts: _____

Type [check]: Façade ____ Freestanding ____ Type of material to be used: _____

Sign Dimensions: _____

Length: _____ *Freestanding signs only:*
Width: _____ Height: _____ Building façade square footage
Sq. Ft.: _____ Setback: _____ (for façade signs): _____

Sign Message: _____

Please attach 3 copies of dimensioned drawings showing this sign & its placement on the building or property.

#2 PROPOSED SIGN: Number of ballasts: _____

Type [check]: Façade ____ Freestanding ____ Type of material to be used: _____

Sign Dimensions: _____

Length: _____ *Freestanding signs only:*
Width: _____ Height: _____ Building façade square footage
Sq. Ft.: _____ Setback: _____ (for façade signs): _____

Sign Message: _____

Please attach 3 copies of dimensioned drawings showing this sign & its placement on the building or property.

#3 PROPOSED SIGN: Number of ballasts: _____

Type [check]: Façade ____ Freestanding ____ Type of material to be used: _____

Sign Dimensions: _____

Length: _____ *Freestanding signs only:*
Width: _____ Height: _____ Building façade square footage
Sq. Ft.: _____ Setback: _____ (for façade signs): _____

Sign Message: _____

Please attach 3 copies of dimensioned drawings showing this sign & its placement on the building or property.

#4 PROPOSED SIGN: Number of ballasts: _____

Type [check]: Façade ____ Freestanding ____ Type of material to be used: _____

Sign Dimensions: _____

Length: _____ *Freestanding signs only:*
Width: _____ Height: _____ Building façade square footage
Sq. Ft.: _____ Setback: _____ (for façade signs): _____

Sign Message: _____

Please attach 3 copies of dimensioned drawings showing this sign & its placement on the building or property.