

100 W. Atlantic Blvd Pompano Beach, FL 33060
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Sign Review Criteria

Building Permit Review:

In order for the Zoning Division to review your permits expeditiously, please include the following information in your permit submittal package. Please be aware that providing this information does not guarantee an approval from the Zoning Division until the sign package has been reviewed for code compliance. **Sign permit review requires four (4) compiled sets of plans with the following information:**

Wall signs:

1. Provide the façade dimensions for the building and indicate the elevation where the sign will be installed. 156.07 (H) (1)
2. Provide the dimensions of the sign. 156.12 (B) (7), 156.12 (B) (10)
3. Provide a color rendering of the sign proposal. 156.12 (B) (7)
4. Provide Subdivision, Block, and Lot on permit application. 156.12(B) (6)
5. Applicant must provide an approved Zoning Certificate or Business Tax Receipt from the Business Tax Receipt office to operate from this location prior to sign approval. 155.015 (A)
6. Signs in a multi-tenant building must provide an approved floor plan demonstrating that the business has a public entrance separate from other businesses in the multi-tenant building and indicate that the sign will be installed on their rented tenant space. 156.07(H)

Free standing signs:

1. Provide legible copy of a current property survey including legal description. Indicate location of sign with dimensions to property lines. 156.12 (B) (8), 156.12 (B) (9)
2. Provide the overall height and dimensions of the sign. 156.12 (B) (7), 156.12 (B) (10)
3. Provide a color rendering of the sign proposal. 156.12 (B) (7)
4. Provide Subdivision, Block, and Lot on permit application. 156.12(B) (6)
5. Free standing signs must have a base that is at least 50% the width of the sign face. 156.04 (E) (2)
6. Applicant must provide an approved Zoning Certificate or Business Tax Receipt from the Business Tax Receipt office to operate from this location prior to sign approval. 155.015 (A)

Signs that require the approval from the Architectural Appearance Committee (AAC):

A sign may require the review and approval from the AAC. These signs include but are not limited to signs proposed for multi-tenant buildings in the Atlantic Boulevard Overlay District, signs for developments that have been reviewed by the AAC, signs that do not coincide with an approved uniform sign program.

1. Completed of "Architectural Appearance Committee Sign Application".
2. Agent authorization letter (if applicable).
3. Two (2) property surveys. Surveys must show locations of free standing signs when applicable.
4. Eight (8) copies of existing façade in color attached to plan sets.
5. Eight (8) sets of 11" x 17" plans with façade and sign dimensions.
6. Eight (8) copies of sign drawings in color attached to plan sets.
 - For sign programs, please render the location of proposed signage, alignment, sizes, maximum/ minimum letter heights, styles, font(s), color (s), types, and materials.