



Martin County Building Department
900 SE Ruhnke Street, Stuart, FL 34994
772-288-5916 Text: 202-937-0892 www.martin.fl.us

Sign Checklist

[Florida Building Code 8th Edition \(2023\)](#)

1. Building Permit Application

Complete all information on the [Building Permit Application](#) in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable." **Note: Please indicate on the application the name of the sign (Example: "LA Nails.")** For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 772-288-5916.

2. Sign Details

Show location and height of all signage, calculations for allowable/proposed square footage for wall signs (Example Signage Area Table: 100 linear feet x 25 feet height building = 2,500 square feet x ten percent = 250 square feet total signage allowed.)

3. Plans

Plans must have a maximum size of 24" x 36" and the foundation must be shown on the plans. No lined paper, whiteouts, taped-on or added pieces will be accepted – must have clean, clear, white background with sharp lines and characters. If sign is 12' or higher, plans must be signed/sealed by an Engineer to meet the current area wind load.

4. Notice of Commencement

If the construction value is \$5,000.00 and over, a [Notice of Commencement](#) must be completed and signed by the owner. Owner's signature must be notarized, the document recorded at the Courthouse and a recorded copy of the Notice submitted to the Building Department prior to the first inspection.

5. Multiple Signs

A separate permit application is required for each sign.

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