

**The Village of North Palm Beach**

Community Development Department • Building Division

Phone: (561) 841-3365 • Email: permits@village-npb.org

701 U.S. Highway 1, Suite 100 • North Palm Beach • FL 33408

www.village-npb.org**FOR SALE/LEASE SIGN APPLICATION**

SUBMITTAL DATE		PERMIT NUMBER	
(OFFICE USE ONLY)		(OFFICE USE ONLY)	
PROPERTY OWNER INFORMATION		FOR SALE/LEASE SIGN LOCATION	
Name		Name	
Company		Business	
Street Address		Street Address	
Suite / Apt Number		Suite / Apt Number	
City / State / Zip		Phone Number	
E-Mail Address		Parcel Control Number (PCN) -Can be found on parcel's tax bill	
APPLICANT/CONTACT INFORMATION			
Name		NOTE: All such signs shall be supported by two posts and shall not be installed, erected or displayed prior to issuance of a use permit. A use permit shall be issued for a period of six (6) months or until one hundred percent (100%) of the units located on the property for which the use permit has been issued are leased or sold, whichever first occurs. Permits may be renewed on a semi-annual basis.	
Company			
Address			
City			
State / ZIP		Applicant Signature	
Phone Number		Date	
E-Mail Address		Print Name Below	
SUBMITTAL CHECKLIST			
	Paper or cardboard not permitted.		Survey/Site Plan showing site location
	Signs attached to posts shall be installed on plywood or similar material at least one-half inch thick and shall be affixed through the use of weather-resistant screws.		Sign posts shall consist of a 4' x 4' of treated wood or similar material and shall be buried into the ground a minimum of two (2) feet (the use of concrete is prohibited).
	For Sale/Lease Application Fee		Detail showing sign height (max. 8 feet)
	Conceptual drawing with material description (i.e. content, colors, size,) and setback location		Details of installation and sign attachment
	Other:		