



FAQs for Business Window Signs on Harding Avenue

1. What is a window sign?

- Pursuant to Sec. 90-69 *Definitions*, a window sign is defined as any sign that is visible from the exterior of a building through an open or closed window or door including signs attached to, suspended behind, placed on or near, or painted upon such window or door.

2. Is a building permit required to display a window sign for a business establishment?

- Yes, a building permit is required for a permanent window sign for a business establishment.

3. Sec. 90-73(a)(c) Permanent Window Sign

- 1) One primary sign may be applied to the inside or outside surface of any one glass window or door or displayed within 12 inches of a glass window or door.
- 2) Such signs shall only be permitted on primary and side street level frontages.
- 3) Sign area inclusive of logos or trademarks shall not exceed 20 percent of the area of the glass window or door in which the sign is displayed.
- 4) Lettering shall not exceed eight inches in height.
- 5) Acceptable materials include painted gold leaf or silver leaf, silk-screened, cut or polished metal, cut or frosted vinyl, and etched glass.

4. Do window signs require Planning and Zoning Board review and approval?

- No, pursuant to Sec. 90-19.7(13) window signs in SD-B40 are exempt from the Planning and Zoning Board review.

5. Where can you apply for a window sign permit?

- Please visit the Town of Surfside's online Customer Self Service (CSS) permitting portal at [Online Permitting \(CSS\)](#) or scan the QR code.

