



Beckie Cato, AICP
Planning and Zoning Director

Santa Rosa County Development Services

Tony Gomillion
Public Service Director



John T. "Tim" Tolbert
Building and Fire Official

BUILDING INSPECTIONS MINIMUM REQUIREMENTS FOR PERMITTING SIGNS

1. All signs meet the requirements of Section 3107 of the Florida Building Code (FBC)
2. All ground signs as defined in article three of the SRC Land Dev. Code, shall be designed by the State of Florida licensed engineer to meet the wind pressure requirements in the FBC when:
 - a. The sign is over 12 ft high, and has a surface area of over 50 sq ft.
 - b. The sign is over 16 ft high, no minimum surface area.
3. All wall sign drawings shall include type of materials, square footage, and attachment.
4. All ground signs shall have details showing type of materials, square footage, height, size of structural supporting member(s), and foundation size.
5. All sign drawings shall include a site plan sketch.
6. All sign drawings shall be accompanied by a complete permit application.

An off-premise sign permit cannot be issued without approval from Planning and Zoning.

Santa Rosa County Public Service Complex
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583

www.santarosa.fl.gov

Office: (850) 981-7000

Inspections/Compliance Division Fax: (850) 623-1208 • Planning/Zoning Division Fax: (850) 983-9874



**Building Inspection Department
Commercial Off-Premise
Sign Permit Application**

1. Proposed Improvement Location

Same as owner's address

Physical Address:

Name of Business:

Subdivision:

Parcel ID #: _____
(SEC) (TWN) (RNG) (SUB) (BLK) (LOT)

Driving Directions:

2. Property Owner Information

Name:

Address:

Address 2:

City:

State: _____ Zip: _____

Phone #: _____ Cell Phone #: _____

Fax #:

Email address:

3. Contractor Information

If Owner/Builder (Please see Owner/Builder Disclosure)

Applicant:

Contractor State Registration #:

Company Name:

Mailing Address:

City:

State: _____ Zip: _____

Phone #: () -

Cell Phone #: () -

Fax #: () -

Email address:

4. Type of Sign

Bill Board

Other (explain)

5. Job Specifications

Cost of Construction \$ _____ Total Square footage _____

New Construction Existing Sign(explain in note section) Repair/Alteration (explain in note section)

Length _____ Width _____ Height _____

Notes:

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCE, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

If you are an Owner/Builder please read the following disclosure and have your signature notarized.

Florida Statutes, 489.103 (7) State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

I herby acknowledge that I have read and understand the above notice on this _____ day of _____
_____ 20 ____.

Owner/Builder Signature

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____, who is personally known to me or who produced _____
_____ as identification.

(Seal)

Notary Public

2004 Florida Statutes, 713.135(6) Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

Time limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

Conditions of the Permit: Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an **approved** inspection within 180 days.

Agent/Contractor's Signature

Owners' Signature

Date

Date