



SANTA ROSA COUNTY DEVELOPMENT SERVICES

6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

MINIMUM REQUIREMENTS FOR PERMITTING SIGNS

1. All signs must 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 Development Code, shall be designed by a 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 the type of materials, square footage calculations, and attachment details.
4. All ground signs shall have details showing the type of materials, square footage calculations, 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.



Development Services
Commercial On-Premise
Sign Permit Application

1. Property Owner Information

Name:

Address:

Address 2:

City:

State: Zip:

Phone #: () -

Email address:

2. Contractor Information

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

Applicant:

Contractor State Registration #:

Company Name:

Mailing Address:

City:

State: Zip:

Phone #: () -

Email address:

3. Proposed Improvement Location

Same as owner's address

Physical Address:

Name of Business:

Subdivision:

Parcel ID #: _ _ - _ - _ - _ - _ - _ - _ -

4. Type of Sign

<input type="checkbox"/> Wall Sign	<input type="checkbox"/> On Premise Sign (If multiple stores/units select below)
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Shopping Center (7 or more Stores)
<input type="checkbox"/> Temporary	<input type="checkbox"/> Strip Center (2 to 6 Stores)
<input type="checkbox"/> Face Change Only	

5. Job Specifications

New Construction Existing Sign Repair/Alteration

Cost of Construction \$ _____

Total Square footage _____

Sign 1: Length _____ Width _____ Height _____

Sign 2: Length _____ Width _____ Height _____

Sign 3: Length _____ Width _____ Height _____

Sign 5: Length _____ Width _____ Height _____

Sign 6: Length _____ Width _____ Height _____

Wall Signs: Street front elevation:
Height of Building _____ Length of Building _____

JOB DETAILS/NOTES:

Are there any **existing signs**, structures or portion of an existing sign on property at this time? YES NO

If so please describe the conditions:

NOTE: setbacks are measured from the leading edge of a sign or supporting upright whichever protrudes farthest out towards the property line.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

2012 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.

Time limitation 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.

Condition of Permit: As a condition to the issuance of this permit the **applicant** hereby promises in good faith that they will deliver **“Florida’s Construction Lien Law Protect Yourself and Your Investment”** fact sheet to the person who has the right, title and interest in the real property that is subject to this building permit.

Agent/Contractor’s Signature

Date

Owner Builders please see the owner builder disclosure that is a separate form.