

JACKSON COUNTY SIGN PERMIT APPLICATION

An approved application is valid for *six (6) months*, within which time applicant must complete construction of sign and pass inspection by the Building Official. A sign, completed and approved by said Official, shall be issued a permit that shall be valid for *three (3) years*. Any modifications to approved sign at any time shall require approval by the Planning Office and inspection by the Building Department (*Jackson County Codes, Sign Ordinance, Section 80-11*).

Application Date: _____ **Application Received:** _____

SECTION A: APPLICANT/OWNERSHIP INFORMATION

Applicant Name: _____ Phone: (____) _____ - _____

Address: _____

Property Owner's Name: _____ Phone: (____) _____ - _____

Address: _____

Sign Owner's Name: _____ Phone: (____) _____ - _____

Address: _____

SECTION B: PARCEL INFORMATION FOR PROPOSED SIGN(S)

Street/Physical Address of Sign Location: _____

Section _____, Township _____ North, Range _____ West: Tract/Parcel # _____

Current Use of Property: _____

Amount of Road/ROW Frontage: _____ Parcel No.: _____

SECTION C: EXISTING SIGN DATA (if applicable):

<i>Sign Type:</i>	<i>Sign Quantity:</i>	<i>Sign Face Area:</i>	<i>Sign Height (Ground - Top)</i>	<i>Distances from Property Lines:</i>	
___ Statuary	_____	_____	_____	ROW _____	Sides _____
___ Free standing	_____	_____	_____	ROW _____	Sides _____
___ Building	_____	_____	_____		

Sign Location: ___ Off-premises ___ On-premises

SECTION D: PROPOSED SIGN DATA

<i>Sign Type:</i>	<i>Sign Quantity:</i>	<i>Sign Face Area:</i>	<i>Sign Height: (Ground-Top)</i>	<i>Type of Illumination:</i>	<i>Sign Clearance (Ground-Sign bottom)</i>
___ Statuary	_____	_____	_____	_____	_____
___ Free standing	_____	_____	_____	_____	_____

Sign Location: ___ Off-premises ___ On-premises **Distance to ROW:** _____, **to Sides:** _____

For illuminated signs: Method of Operation/Control (On/Off Switch): _____

Location: ___ Internal ___ External Lighting Color: _____

Shaded: ___ Yes ___ No Flashing Light: ___ Yes ___ No

For Free standing signs: Distance to Nearest *Off-premises* Free Standing Sign/Statuary: _____

Distance to Nearest *On-premises* Free Standing Sign/Statuary: _____

For Building Signs:

Quantity: _____ Sign Area: _____ Overall Sign Height (Ground-Top): _____

Type of Illumination: _____ Method of Control: _____

Area of Building Face for sign (sqft): _____ Footage of Overhang/Extension from Building: _____

OFFICIAL USE ONLY

PLANNING DEPARTMENT:

Date Application Reviewed: _____ Application Reviewed By: _____

Sufficient: _____ Insufficient: _____

Reason for Insufficiency: _____

Current Land Use Designation: _____

Sign Type: _____ Permissible Proposed

Number of signs allowed	_____	_____
Total sign area allowed	_____	_____
Minimum Distance from Property lines, (front, sides)	_____	_____
Sign Height	_____	_____
Illumination	_____	_____

Comments: _____

Date Application Approved: _____ Date Application Denied: _____

Reason for Denial: _____

Community Development Director

BUILDING DEPARTMENT:

Permit Pending Information Submission: _____

Comment: _____

Date Permit Issued: _____ Date Permit Denied: _____

Expiration Date: _____ 30 Day Extension Issued: _____

Comment: _____

Date of Final Inspection of Completed Sign: _____ Approved: _____ Denied: _____

Reason for Denial: _____

County Building Official

GENERAL APPLICATION SUBMITTAL REQUIREMENTS

ALL APPLICATIONS FOR SIGNS **MUST** INCLUDE THE FOLLOWING SUBMITTAL INFORMATION:

1. **PERMIT FEE**: A permit fee is required for all sign permits. Fees shall be paid in the form of a check made payable to: **Board of County Commissioners, 2864 Madison Street, Marianna, Florida 32448.**
2. **PHOTOGRAPHS**: Photographs (sign location overview) of all non-exempt signs located on the same premises as the proposed sign and a reference as to each sign's physical dimensions listed in Section "C" of the permit application.
3. **COPY OF DEED**: A copy of the deed (with a full legal description) of the property on which the proposed sign will be located.
4. **COPY OF LEASE/LETTER OF AUTHORIZATION**: If the property on which the sign is to be located is NOT owned by the applicant, a copy of the lease between the property owner and the applicant, as well as a notarized letter of authorization from the property owner must be provided.
5. **SITE PLAN (3 copies)**: A site plan drawn to a scale of no greater than 1" = 40' must be provided which shows the following information:
 - a) Identify adjacent property owners and property use;
 - b) Location of any existing sign(s) on the property including the distance from the side and front property lines to the existing sign(s);
 - c) Location of proposed sign(s) including the distance from the side property lines and front property lines to the proposed sign(s);
 - d) Location of any building structure(s) on the site;
 - e) North arrow indication;
 - f) Identify adjacent roads/streets/highways.
6. **STRUCTURAL DRAWINGS (3 copies)**: A scale structural drawing of the sign must be provided which includes a cross-section drawing of the sign and details of all connections, guy lines, supports, footings and materials to be used.

As applicable, provide the following:

7. **DESIGN CERTIFICATION (2 copies)** by a State of Florida registered engineer/architect for roof signs, freestanding signs, or projecting signs over 24 sq. ft. in sign area. Certification must verify compliance with current wind load requirements.
8. **BUILDING SIGN** applications **must** include three (3) copies of a scale drawing of the building face on which the proposed sign will be located. The drawing must include the dimensions of the face, location and dimensions of the proposed sign and the height of the sign above the ground.
9. **FREE STANDING/STATUARY** signs must include a section aerial photo from Property Appraiser's office.

NOTE: Other information may be required dependent upon circumstances of sign location and basis for approval.

JACKSON COUNTY BUILDING INSPECTION DEPARTMENT

Sign Permit Application
COMMERCIAL

THIS SECTION IS FOR OFFICE USE ONLY
Permit Number
Date
Accepted By

Owner Information:

- 1. Owner Name
2. Project Name
3. Project Address
4. Owner Telephone #
5. Driving Directions

Project Information:

- 1. Is this sign currently installed? Yes No
2. Type of Sign: New Existing Temporary On Site Off Site (billboard, etc.) Double Faced Single Faced Pylon Projection Ground Wall Monument Illuminated Non-Illuminated Existing Illumination
3. Cost of Construction \$ Work Type: New Face Change Repair/Replace

DIMENSIONS

Proposed sign face total sq ft
Existing sign face total sq ft
Combined signage total sq ft
Sign Height Ground to Top ft

- 4. Name of Electrical Contractor:

NOTE: (if applicable) An Electrical permit must be secured before any inspections will be made.

Contractor Information:

- 1. Name:
2. Company Name:
3. Florida State License # County Comp Card #

1998 Florida Statutes, 713.135(7)

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, POOL, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, etc...

I understand all REQUIRED INSPECTIONS will be requested of the work permitted herein. Compliance will be

strictly enforced. This permit is VOID after six (6) months from issuance unless the work it covers has been commenced and has had ongoing inspections.

The Building Official may revoke this permit or remove service, in case there has been any false statement or misrepresentation as to the material fact in the application or plans, which this permit was based.

Signature: OWNER/CONTRACTOR

REQUIREMENTS FOR SIGN PERMIT

2 FULL SETS OF ALL DRAWINGS, DETAILS, ENGINEERING & SITE (LOCATION) PLANS.

COMPLETED SIGN APPLICATION

MOUNTING & ATTACHMENT DETAILS (NOT REQUIRED WHEN ONLY A FACE CHANGE OR PAINTING).

DRAWINGS MUST BE TO SCALE.

APPROVAL FROM PLANNING & ZONING DEPARTMENT.

**INSTRUCTIONS FOR COMPLETING
APPLICATION FOR OUTDOOR ADVERTISING SIGN PERMIT**

All items on Page 1, Parts (A) through (D) must be filled in and all required attachments submitted. Applications must be typed or filled out in ink. Applications filled out in pencil will be returned. Only completed applications will be reviewed; incomplete applications will be returned to the applicant. Each sign facing (side of the sign) requires separate permitting; each permit requires a separate application. A permit is valid only for the location specified on the application form. For assistance call (850) 414-4565.

Prohibited Signs – Before making application for an outdoor advertising sign permit, check Chapter 479, Florida Statutes, and Administrative Rule Chapter 14-10, to ensure sign meets all requirements. Any sign not complying with the law will not be permitted. Furthermore, Department of Transportation approval is subject to compliance with all applicable local governmental regulations.

PART (A) (Applicant Information):

1. **Name of Applicant or Company:** person or business entity in whose name the permit will be listed. This will be the name used by the Department for all billing notices, violation notices, and any correspondence from the Department to you. If you already have an outdoor advertising account with the Department, use the name currently on file (account name of record).
2. **FDOT Account Number:** all persons/business entities which currently hold a DOT outdoor advertising license or permit have been assigned an account number. If you are a new account (i.e. you do not have a current license or permit(s) with the Department) leave this item blank. An account Number will be assigned to you.
3. **Address of record:** this will be the address used by the Department for all billing notices, violation notices, and any correspondence from the Department to you. (For existing accounts, this address must be the same as the address currently on file with the Department or the application will be returned for correction.) Enter your telephone and fax numbers. Please check Yes if this is a change of address.
4. **Mailing address for permit tag:** permit tag will be mailed to the address of record (3., above) unless this item is completed.

PART (B) (Location Information):

1. **County:** the county in which the sign is or will be located.
2. **Property Tax ID #:** the parcel identification number of the land on which the sign is or will be located. This information may be obtained from the county Property Appraiser's office.
3. **Section, Township and Range:** for the property on which the sign is or will be located.
4. **Location:** Indicate whether the location if for a new sign (Proposed Location) or an Existing sign. The location description should follow this format: located on SR001 (State Road #), US 002 (US Route #), Palm Street (local street name or number sign is or will be located on), 200 miles feet x N(orth) (designated direction of travel – N.E.S.W.) of Main Street (nearest intersection). Sign will be/is on the x E(ast) side of the highway, facing x S(outh). The designated direction of travel (N, E, S or W) from the nearest intersection must be given in relation to the designated direction of travel of the route on which the sign will be located (i.e. North-South for odd numbered routes, East-West for even numbered routes). The side of road (North, East, South or West) is given in relation to the direction of travel. The direction the sign will face is the principal direction (North, East, South or West) of the sign facing in relation to the direction of travel of the route.
5. **Distance of closest part of sign to edge of right of way:** give the distance (to the nearest whole foot) from the edge of state right of way to the portion of the sign closest to the road.
6. **Do you own or lease site:** if lease, enter name of landowner and attach written verification from the landowner authorizing your placement of an outdoor advertising sign at that location.
7. **Method for marking location:** to ensure that the location inspected is that specified in the application, you must mark the proposed sign location with easily visible markings. Identify the markings used. The markings must be in place prior to submission of the application and remain in place 30 days after the Department's receipt of the application.

PART (C) (Sign Description):

1. **Dimensions of sign facing:** the height and width of the sign facing. These measurements are taken to the nearest whole foot and include border, trim, and all embellishments. Total square feet: height times the width. Enter the number of faces to be displayed. (A sign face contains the message or informative contents. There can be no more than two faces per sign facing.)
2. **Changeable facing?:** indicate whether the sign will incorporate an automatic changeable facing.
3. **Height above ground level:** This measurement is taken, to the nearest whole foot, from the ground to the bottom of the lowest sign face.
4. **Sign structure height:** this measurement is (to the nearest whole foot) the total vertical distance from the elevation of the crown of the road to the top of the highest sign face, including any border or trim, but excluding embellishments.
5. **Number of poles:** the number of support poles for the sign.
6. **Material used for:** enter the materials used for the sign facing and the sign structure.
7. **Configuration of sign:** indicate whether completed sign will be V-shape, Back-to-Back, Side-by-Side, or a single faced sign.
8. **Will sign be lighted?:** if yes, describe how sign will be lighted.
9. **Will cutting or trimming of vegetation on Department right of way be required?:** If yes, you must obtain a vegetation management permit from the Department before the sign permit application can be approved. Enter the permit tag numbers of the two nonconforming signs to be cancelled. If no, in the future you will only be allowed to trim vegetation necessary to maintain the view of the sign which exists at the time of permit issuance.
10. **Is an existing permit being cancelled as a condition for issuance of this permit, other than for vegetation management?:** If yes, enter permit number(s) of permit(s) to be canceled. (See {C9} if for vegetation management.)

IF EXISTING, VALID PERMITS ARE BEING CANCELLED AS A CONDITION FOR THE ISSUANCE OF A NEW PERMIT, FOR EITHER 9 OR 10 ABOVE, THE CANCELLATION CERTIFICATION SHOULD BE SUBMITTED WITH THIS PERMIT APPLICATION.

PART (D): This portion of the application me be executed and notarized.

REQUIRED ATTACHMENTS: This application for an outdoor advertising sign permit will be returned to you as incomplete if Parts (A) through (D) of the application are not completely filled in or if any of the following attachments are not submitted:

- a. A signed statement by the owner or other person in lawful control of the proposed sign site authorizing placement of the sign at that location. If you have indicated that you are the landowner ([B]6), you do not need to submit this authorization.
- b. A sketch of the proposed sign location showing, at a minimum, the information submitted in Part (B), 4 & 5 of the permit application. Include any additional information which may make the site easier to locate, e.g., local roads, landmarks, businesses, distance from other permitted signs, driveways, etc;
- c. A statement from the appropriate local government official identifying the land use designations on both the Future Land Use Map and the current Land Development Regulations of the parcel on which the sign is or will be located, and listing the primary allowable uses under those designations. The name of the appropriate official whom the Department may contact with any questions must also be supplied. You may use Page 2 of this application or any other form of written statement from the appropriate local government official provided all requested information is supplied.
- d. Verification that a building permit will be issued for a new sign, or that the existing sign complies with all local government regulations as either a conforming or nonconforming structure. You may use Page 2 of this application or any other form of written statement from the appropriate local government official provided all requested information is supplied.
- e. A photograph of the proposed site showing the location markings and the surrounding vegetation; and
- f. The current permit fee. If an Application for Vegetation Management at Outdoor Advertising Sign is submitted, you must submit a separate check for that application.

PERMIT FEES:

- 1) THE PERMIT FEE IS \$41.00 FOR A SIGN FACING (SIDE OF SIGN) OF 200 SQUARE FEET OR LESS, \$61.00 FOR A SIGN FACEING GREATER THAN 200 SQUARE FEET. EACH SIGN FACING REQUIRES A SEPARATE PERMIT.
- 2) PERMIT FEES FOR THE YEAR IN WHICH APPLICATION IS MADE MAY BE PRORATED BY PAYING ONE-FOURTH OF THE ANNUAL FEE FOR EACH WHOLE OR PARTIAL QUARTER REAMINING IN THAT YEAR. APPLICATIONS RECEIVED AFTER SEPTEMBER 30 MUST INCLUDE THE FEES FOR THE LAST QUARTER PLUS FEES FOR THE FOLLOWING YEAR. (SEE CHART BELOW)

Date application received	1	2	3	4
Size of Sign Facing (Check One)	January 16 through April 15	April 16 through July 15	July 16 through September 30	October 1 through January 15 (includes next year fees)
200 square feet or less	\$41.00	\$30.75	\$20.50	\$51.25
Greater than 200 square feet	\$61.00	\$45.75	\$30.50	\$76.25

Payment may be made by personal or business check or money order. Make check or money order payable to the Department of Transportation. Cash will not be accepted as payment. It is suggested that you submit separate checks for each permit applied for.

SUBMISSION OF APPLICATION: Submit the application and all required attachments to the Florida Department of Transportation.

APPROVAL OF APPLICATION: Every completed application shall be acted on by the Department within 30 days after receipt by the Department. Upon approval of the sign location and application, a copy of the permit and the permit tag will be mailed to the applicant. If not approved, the Outdoor Advertising Office will notify the applicant, in writing, stating the reason(s) for the denial.

PERMIT TAGS: Upon approval of the application for a sign permit, the applicant will be furnished a serially numbered permanent metal permit tag, which must be displayed at the permitted location at all times until returned to the Department for cancellation. THE PERMIT TAG MUST BE POSTED AT THE SIGN LOCATION WITHIN 30 DAYS FROM THE DATE OF ISSUANCE BY THE DEPARTMENT, AND A COMPLETED SIGN ERECTED WITHIN 270 DAYS FROM THE DATE OF PERMIT ISSUANCE OR THE PERMIT WILL BECOME VOID BY ACTION OF LAW. A PERMITTEE WHO HAS NOT POSTED THE PERMIT TAG AT THE LOCATION WITHIN THE PRESCRIBED 30 DAYS MUST APPLY TO THE DEPARTMENT FOR A NEW PERMIT. A PERMITTEE WHO HAS NOT ERECTED A COMPLETE SIGN, INCLUDING DISPLAYING ADVERTISING COPY, WITHIN THE PRESCRIBED 270 DAYS MAY NOT SUBMIT ANOTHER APPLICATION FOR THAT SIGN SITE FOR AN ADDITIONAL 270 DAYS FROM THE DATE THE PERMIT IS DECLARED VOID.