



## Sign Permit Planning/Zoning Approval Process

<b>TIME FRAME</b>	<p><b>Applicant Submits:</b>          \$60.00 per building elevation, per free standing sign or façade sign.          Application must be completed with <u>all</u> information requirements:          Size of Sign, Color of Sign, Location of Sign on the subject property          Three copies of engineer drawings indicating structural specifications for material to be used, structural components and method of installation.          A foundation survey for all permanent freestanding signs</p>
	
<b>Day 1-2</b>	<p><b>Application is logged-in, assigned a project/application number and routed for planning and zoning review</b></p>
	
<b>Day 3-8</b>	<p><b>Staff Review</b>          Code Officer reviews application and drawings, generates a planning and zoning approval letter and routes the application and approval letter to the Building Division staff for review and issuance of a building permit. Building Department staff will contact applicant when the review is done and advise that the permit is ready for pick and what the building permit fee will be. The Building Department can be contacted at 567-8000, ext 1260</p>

Sign permits are issued to licensed sign installation contractors, general contractors, or the owners of the property when such owner is utilizing the entire property for his/her own use. Application for a County sign permit does not preclude application to the State of Florida for erection of signs on all applicable State Right-Of-Way areas. Copies of the county sign ordinance, which can be purchased for a \$1.00 fee, are available at the county administration building in the planning and zoning department.