



# Application for Sign Permit

St. Johns County Permitting Center  
 4040 Lewis Speedway  
 St. Augustine, FL 32084

For Building: 904.827.6800; Fax: 904.827.6849; E-mail: bldcodes@sjcfl.us  
 For Planning: 904.209.0675; Fax: 904.209.0576; E-mail: plandept@sjcfl.us

**Note: A separate clearance sheet is required for each ground sign**

Date  Contractor's License Number  Overlay District

Please Print Valuation of Proposed Signage \$  (Labor and Materials) Property ID Number

Property Owner(s)  Phone

Address  Fax

City  State  Zip Code  Phone

Are there any owners not listed  No  Yes If yes please list on separate sheet to be included with your application

Applicant  Phone

Address  Fax

City  State  Zip Code  E-mail

Job Address

Name of Business

Please list below any applications currently under review or recently approved which may assist in the review of this application

Type of Proposed Signage (including existing and proposed)

Sign	Existing	New	Maintenance	Type	Height	Width	Sq. Ft.	Internally Illuminated	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No

Size of Canopy Signs (if applicable) \_\_\_\_\_ Feet; \_\_\_\_\_ Inches; (Height) \_\_\_\_\_ Feet; \_\_\_\_\_ Inches; (Width)

Describe Type and Color of External Lighting

Provide National Recognized Testing Lab (NRTL) Number: \_\_\_\_\_

Owner's Affidavit: I certify that all forgone information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**Warning to Owner: Your failure to record a "Notice of Commencement" may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your "Notice of commencement".**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Company's Name

\_\_\_\_\_  
By Owner's Agent (if any) (including Contractor)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Contractor's Signature License Number

Notary as to Owner or Agent below:

In \_\_\_\_\_ County, \_\_\_\_\_  
This instrument was acknowledged before me  
this day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Signature

Known Personally  OR Identification   
Type of Identification \_\_\_\_\_

Notary as to Owner or Contractor below:

In \_\_\_\_\_ County, \_\_\_\_\_  
This instrument was acknowledged before me  
this day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Signature

Known Personally  OR Identification   
Type of Identification \_\_\_\_\_

**Official Use Only**

Once the application is signed off by the Planning & Zoning Section it will be forwarded to the Building Services Division

Planning & Zoning Section

Building Services Division

	Signed	Date
Incomplete Application		
Complete Application		
Zoning & Comp. Plan		
Approved / Disapproved		

	Signed	Date
Incomplete Plans and Drawings		
Complete Plans and Drawings		
Approved		

FINAL APPROVAL: \_\_\_\_\_  
Signature, Authorized County Official

**Notice: Should the provisions of St. Johns County Ordinance No. 99-51, as amended, relating to the regulations of signage or sign permitting be found unconstitutional by a court of competent jurisdiction, this St. Johns county Sign Permit Application shall immediately revert to and become a BUILDING PERMIT under the State Minimum Building Codes, Chapter 553, Florida Statutes, as amended, and as duly adopted by St. Johns County through Ordinance enactment.**