



BAY COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION
840 West 11th Street, Room 2350
Panama City, Florida 32401
(850) 248-8250 FAX (850) 248-8267
e-mail: [planning @ baycountvfl.gov](mailto:planning@baycountvfl.gov)

ON-PREMISE SIGN GENERAL APPLICATION SUBMITTAL REQUIREMENTS

APPLICATIONS FOR ON-PREMISE SIGNS MUST INCLUDE THE FOLLOWING SUBMITTAL INFORMATONS:

1. **PERMIT FEE:** A PERMIT FEE OF **\$120.00** IS REQUIRED FOR ALL ON-PREMISE SIGN PERMITS AND SHALL BE PAID PRIOR TO PROCESSING THE APPLICATON. PAYMENT SHALL BE MADE PAYABLE TO BAY COUNTY PLANNING AND ZONING DIVISION, 840 West 11th Street, Room 2350, PANAMA CITY, FL 32401
2. **COPY OF DEED AND PID NUMBER:** A COPY OF THE DEED WITH FULL LEGAL DESCRIPTION ALONG WITH THE PARCEL ID NUMBER OF THE PARCEL WHERE THE SIGN WILL BE LOCATED.
3. **COPY OF LEASE/LETTER OF AUTHORIZATION:** IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY ON WHICH THE SIGN IS TO PLACED, A COPY OF THE LEASE AS WELL AS A NOTARIZED LETTER OF AUTHORIZATON FROM THE PROPERTY OWNER MUST BE PROVIDED.

APPLICATIONS MUST INCLUDE THREE SETS OF THE FOLLOWING:

4. SITE PLAN DRAWN TO A SCALE OF NO GREATER THAN 1"=40' WITH A NORTH ARROW, WHICH SHALL INDICATE THE DIMENSIONS OF THE PARCEL, LOCATION OF EXISTING BUILDING(S) AND SIGN(S) AND DIMENSIONS OF THE SETBACKS FROM THE SIDE AND FRONT LOT LINES. ALSO INDICATE LOCATION OF NEW SIGN (S) SHOWING DIMENSIONS OF THE NEW SETBACKS FROM THE SIDE AND FRONT LOT LINES.
5. **STRUCTURAL DRAWINGS:** A SCALE STRUCTURAL DRAWING OF THE SIGN(S) MUST BE PROVIDED WHICH INCLUDES A CROSS-SECTION DRAWING AND DETAILS OF ALL CONNECTIONS, GUY-WIRES, SUPPORTS, FOOTINGS, AND MATERIALS USED.
6. **BUILDING SIGNS:** PROVIDE A SCALE DRAWING OF THE BUILDING FACADE FACING THE ADDRESSED ROADWAY ON WHICH THE PROPOSED SIGN WILL BE LOCATED. THE DRAWING SHALL INCLUDE ALL DIMENSIONS FOR THE FACADE, LOCATION AND SIZE OF THE SIGN AND HEIGHT OF THE SIGN ABOVE THE GROUND.

CHECKLIST FOR CHANGES/MODIFICATIONS TO AN EXISTING SIGN

1. Type of sign(s) involved: Free-standing sign ____ Wall sign ____ Both ____
2. Is the existing sign(s) Non-Conforming? Yes ____ No ____
3. Is an increase in size (sq .ft.), height (ft.), mass, or bulk involved?* Yes ____ No ____
If yes, Provide details of proposed increase by illustrating existing and proposed sign, including dimensions.

For Free-standing Signs:

4. Does the existing sign(s) meet the setback requirement from property line to leading edge of sign? Yes ____ No ____
5. What is the distance (in feet) from the property line to leading edge of sign? _____
6. Total height of sign (in feet): Existing _____ Proposed _____
7. Distance from grade to bottom of sign (in feet): Existing _____ Proposed _____

***Non-Conforming signs shall not be increased in size,
including additional square feet, height, mass, or bulk.**



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**** THIS PERMIT EXPIRES 6 MONTHS FOLLOWING APPROVAL ****

File No: _____ Application Received: _____
(To be completed by Staff) (To be completed by Staff)

(A) APPLICANT/OWNERSHIP INFORMATION (PLEASE PRINT OR TYPE)

- I. Applicant Name: _____
The Applicant is the: A) Property Owner _____ or; B) Authorized Agent _____
(If the applicant is an agent, attach a signed statement from the property owner granting permission for the agent to obtain any necessary permits.)
Applicant Address: _____
E-Mail Address: _____
Applicant Phone: (____) _____ Fax: (____) _____
- II. Property Owner Name: _____
Property Owner Address: _____
E-Mail Address: _____
Property Owner Phone: (____) _____
- III. Sign Contractor Name: _____
Sign Contractor Address: _____
E-Mail Address: _____
Sign Contractor Phone: (____) _____ Fax: (____) _____

(B) PARCEL INFORMATION

PARCEL I.D.#: _____
(REQUIRED)

Street Address Where Sign To Be Located: _____

Current Use Of Property: _____

Zoning Designation of Property: _____

(C) SIGN INFORMATION

I. TYPE OF SIGN

_____ DIRECTIONAL SIGN
Dimensions of Sign Face Area (In Square Feet): _____

_____ BUILDING SIGN
Dimensions of Sign Area (In Square Feet): _____

_____ SIGN STATUARY
Overall Sign Height (From Top of Statuary to Ground): _____
Dimensions of Sign Area (in square feet): _____

_____ FREE STANDING (POLE)
Overall Sign Height: _____
Sign Face Clearance (From Bottom of Sign Face to Ground): _____
Dimensions of Sign Area (in square feet): _____

PROPOSED SIGN LOCATION

DISTANCES FROM PROPERTY LINES:

Front (Right-of-Way): _____

Side: _____

Side: _____

(*NOTE: SETBACKS – Leading edge of Sign must meet setback requirements.)

***Please list all proposed signs.** You may provide information on additional sheets if necessary.

Applicant's Signature: _____

(Please attach a letter or authorization from property owner if authorized agent is submitting application.)

DO NOT WRITE BELOW THIS LINE

Application Approved For Transmittal To Builders Services Division: _____
(Affix Planning Division Stamp and Date)

Application Denied For Transmittal to Builders Services Division: _____
(Affix Planning Division Stamp and Date)

DO NOT WRITE IN THIS AREA

FOR OFFICIAL USE ONLY

Date Application Deemed Incomplete (If Applicable): _____

Date Application Deemed Complete: _____

Date Application Reviewed: _____

Application Reviewed By: _____

	<u>Permissible</u>	<u>Proposed</u>
Number of Signs Allowed		
Free Standing	_____	_____
Wall	_____	_____
Total Sign Area Allowed		
Free Standing	_____	_____
Wall	_____	_____
Minimum Distance From Property Lines (Front, Sides)	_____	_____
Sign Height	_____	_____

Comments: _____

Date Approved: _____ Date Denied: _____

Approved By: _____ Denied By: _____

**BAY COUNTY BUILDERS SERVICES DIVISION
SIGN PERMIT CHECKLIST
AVOID PROCESSING DELAYS**

Please provide all applicable items listed below. This form is for building permit purposes and **not** for Planning Division submittals.

1. _____ **TWO COMPLETE SETS OF PLANS**, drawn to scale containing the site plan as approved by Planning & Zoning department. Construction drawings must indicate compliance with section 3107 of the Florida Building Code.
2. _____ **For all billboard or off premise signs in the unincorporated county**, prior to construction, a survey by a licensed surveyor shall be submitted displaying where the property should be staked at the edge of the ROW and the location of the site pole. Survey markers shall be placed by a licensed surveyor staking the edge of the ROW and the centered location of the support pole. Prior to final inspection, the applicant shall submit a certified as built plan which confirms compliance with height and setbacks approved by Planning and Zoning.
3. _____ For all **freestanding** signs, property line must be staked and identified at first inspection. If setbacks are at all questionable, the inspector will require an as built survey to verify setbacks before approval.
4. _____ Written approval from your Planning Department (City or County)
5. _____ Complete, notarized Building Permit Application.
6. _____ Verified legal address letter.

Applicant Signature

Phone: _____ Cell: _____

Print Applicant Name

Date: _____

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities such as water management districts, state agencies, or federal agencies.



BAY COUNTY BUILDERS' SERVICES DIVISION
840 W. 11th Street, Panama City, Fl. 32401
Phone: (850) 248-8350 Fax: (850) 248-8384

BUILDING PERMIT APPLICATION FOR A SIGN

**NOTE: IF 180 DAYS ELAPSE WITHOUT AN INSPECTION, THIS PERMIT EXPIRES AND
 WILL HAVE TO BE REPURCHASED**

Permit No. _____

Business Name		Contractor/Qualifier	
Owner's Name		Contact Person for this Project	
Street Address		Street Address	
City	State	City	State
Phone Number	E-mail	Phone Number	E-mail
Job/Site Address		Contractor License Number	
Parcel ID No.			
Project Type – Sign			
Description of work to be performed under this permit			
<p align="center">_____ Illuminated _____ Non-Illuminated</p>			
Job Value	Area of 1 side	Height	No. of Signs
	Sq. ft.	ft.	
Activity-Sign (check one)	() on site	() off site	() portable
	() temporary	() permanent	
Plot Plan			
Signature of Applicant	Date	Permit Fee	

I, _____ certify that the Outdoor Advertising Sign will meet all the requirements in Chapter 30/ Signs of the Bay County Land Development Regulations. Also, I realize that 1,500 ft. spacing shall be determined based on valid County permits and a prior permit holder shall have priority over a later applicant in determining compliance with the spacing restrictions.

Signature of Applicant

Date

Signature of Building Official

Date