



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: _____