



Walton County Planning and Development Services

31 Coastal Centre Boulevard, Suite 100
Santa Rosa Beach, Florida 32459
Phone 850-267-1955
Facsimile 850-622-9133

47 N 6th Street
DeFuniak Springs, Florida 32433
Phone 850-892-8157
Facsimile 850-892-8162

SIGN PERMIT APPLICATION

A separate application form must be filled out for each individual sign request. Please submit the application form and other submittal requirements in person to Planning and Development Services. Please call (850)267-1955 if you have questions or require additional information.

Date of Application: _____

SIGN LOCATION

*PARCEL I.D. #: _____

PROPERTY ADDRESS _____

***(NOTE: The "Parcel Identification Number" is also known as a Tax Identification Number. It is an eighteen digit numerical code used for record storage that also serves as an abbreviation of the property's legal description. It can be located on tax records or obtained through the Property Appraiser's Office. (THIS IS REQUIRED TO PROCESS YOUR REQUEST.)**

Name of Business: _____

Street Address: _____

Name of Shopping Center (if applicable): _____ UNIT #: _____

Driving Directions to Site from nearest major intersection _____

Is the building for the proposed sign located along US 98, US 331, CR 83, CR 283, CR 393, CR 395 or CR 30-A?

YES NO

APPLICANT

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Email: _____

SIGN CONTRACTOR

Name: _____

State License Number: _____ Electrical License Number: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Email: _____

DESCRIPTION OF SIGN CONSTRUCTION

(mark appropriate box and fill in corresponding information)

GROUND SIGN

WIDTH=_____ HEIGHT (as measured from the crown of the road)=_____
SQUARE FEET of sign=_____

Linear footage of property _____ Copy area % _____ Letter height _____

BUILDING SIGN
(check one)

_____ Free standing building
_____ Occupant/unit within a multiple occupancy bldg.
_____ Building ID sign for shopping center/multiple occupancy bldg.

Height of sign on building _____ Length _____ Width _____
Square footage of sign _____
SQUARE FEET of façade area _____ Letter height _____

The building/unit for which this sign is proposed is: (check one) _____ > than 15,000 s.f.
_____ < than 15,000 s. f.

OTHER

(Directional Sign, Community Directory Sign, Residential/Community Entrance Sign)

Height _____ Width _____ Square Footage _____ Letter Height _____

ILLUMINATION SOURCE: _____

TOTAL ESTIMATED VALUE OF SIGN: _____

(NOTE: If lighting will be added at a later date, a state licensed electrician will be required to pull a separate permit.)

Is this sign part of a County approved Master Sign Plan? YES NO

Name of building complex that has Master Sign Plan _____

(NOTE: Including a copy of the Master Sign Plan would expedite review of the application.)

STAFF USE ONLY

BUILDING PERMIT # _____ DATE ISSUED _____ PERMIT FEE _____

DO # _____ DATE ISSUED _____ PERMIT FEE _____

CLERK _____

APPROVED _____
Planning Department Official Date

APPROVED _____
Design Review Board Project Manager (if Required) Date

DISAPPROVED _____
Building Official (signature required for signs that meet wind load requirements Date
of the Florida Building Code)

SUBMITTAL CHECKLIST

The information below shall be submitted in person to the Processing Department in the South Walton County Courthouse Annex building for processing (for scenic corridor only; all other sign applications will be submitted and processed through the Building Department)

NOTE: THE APPLICATION MUST BE COMPLETELY FILLED OUT AND ALL REQUIRED MATERIALS MUST BE SUBMITTED OR IT WILL NOT BE PROCESSED

Original plus one copy each of:

- Completed Sign Permit Application **CERTIFICATE OF LAND USE COMPLIANCE IS REQUIRED PRIOR TO GETTING A SIGN PERMIT**
- 225.00** for Scenic Corridor Sign, **75.00** for Regular Sign, Check Payable to Walton County
- Proof of ownership or a copy of a lease agreement
- A **color** representation of the plans or specifications **drawn to scale** for the sign, which includes the following:
 - The scale of the drawing
 - Dimensions of the sign (height, width, aggregate square footage of the sign and copy area)
 - Sources of illumination
 - Colors and finish materials of the sign and copy area
 - Method of construction and attachment to the building or the ground
- Additional requirements for ground sign applications:
 - The location of the sign relative to the property lines, rights-of-way, streets, alleys, sidewalks, vehicular access and parking areas, utilities and other existing ground signs on the parcel. **(NOTE: The information submitted must be presented in a scalable format and the scale must be clearly indicated.)**
 - Ground signs that are 10 or more feet in height or 100 or more square feet must be designed and certified by a Florida registered Engineer.
- Additional requirements for building sign applications:
 - A building elevation or other documentation indicating the building dimensions. **(NOTE: The information submitted must be in a scalable format and the scale must be clearly indicated.)**
 - The number, sizes, type, and location of all existing signs on the same parcel or unit. **(NOTE: A single business unit in a multiple occupancy complex shall only be required to delineate the signs of that unit.)**
 - Building signs that are more than 100 square feet in area must be designed and certified by a Florida registered Engineer.

Signage regulations can be found in Chapter 7 of the Walton County Land Development Code. Additional regulations for signs located along the Scenic Corridors of Walton County (US 98, US 331, CR 83, CR 283, CR 393, CR 395 and CR 30-A) are found in Chapter 13 of the Land Development Code. **All signs for US98/US331 must be approved by the Walton County Design Review Board (DRB) prior to the issuance of a permit. Fourteen (14) copies of the items in order as listed above must be submitted to the DRB for review. The DRB meets the first Thursday of each month. Applications must be submitted thirty (30) days in advance for consideration at the following month's DRB board meeting. The owner or owner's agent is required to be present at the meeting.**

REQUIRED SIGNATURE

CONTRACTOR'S OR APPLICANT'S AFFIDAVIT: I certify that all facts stated in this application are complete, true and correct, and that all construction shall be in compliance with all applicable ordinances and regulations of Walton County and the State of Florida. I understand that this permit is subject to revocation at any time upon the violation of any provision of any ordinance, rule or regulation of Walton County or upon any change in plans and specifications not authorized by Walton County. I understand that no sign can be placed prior to the approval and issuance of a permit. I acknowledge that Walton County sign permits are valid for six (6) months and that a new permit must be obtained if the sign is not placed within that time period.

I agree that the Walton County personnel or any assigned agents may enter the property for the purpose of verifying the conditions that affect this application, for periodic inspections, and to verify information that I provided as part of this application.

FLORIDA STATUTES 837.06 – FALSE OFFICIAL STATEMENT

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

I have read and understand all the information provided in this application, the requirements listed within the application, and agree to provide the necessary information requested by Walton County. The information I have provided on this application is true and correct to the best of my knowledge.

Applicant or Sign Contractor Signature _____ Printed Name _____ Date of Signature _____

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned Notary Public in and for said County and State, appeared _____, who is personally known to me or who has produced _____ as identification, and who executed the foregoing instrument.

Given under my hand and seal this _____ day of _____, _____.

{Seal}

Signed Name of Notary Public

Printed Name of Notary Public

Commission Number: _____

Expiration Date: _____

NOTE: This Sign Permit Application will not be processed without a Notary Public Witnessed Signature by the Applicant.

THIS SUBMITTAL WAS CHECKED BY:

Walton County Staff Signature

Date