



Community Development Department Building Division

4200 Indian Bayou Trail, Destin, Fl. 32541
Ph: (850) 654-1119 Fax: (850) 837-7949

Sign Permit Application

DATE: _____

JOB SITE ADDRESS: _____ PROJECT NAME: _____

PARCEL ID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

PROPERTY OWNER: _____

SIGN CONTRACTOR CO. NAME: _____

ADDRESS: _____

QUALIFIER NAME: _____

CITY, STATE, ZIP: _____

STATE LICENSE #: _____ COMP#: _____

PHONE: _____ FAX: _____

ADDRESS: _____

ELECTRICAL CONTRACTOR: _____

CITY, STATE, ZIP: _____

STATE LICENSE #: _____

PHONE: _____ FAX: _____

ADDRESS: _____

CONTACT PERSON: _____

CITY, STATE, ZIP: _____

MOBILE/CELL: _____

ARCHITECT/ENGINEER: _____ ADDRESS: _____

BONDING COMPANY: _____ ADDRESS: _____

MORTGAGE LENDER NAME: _____ ADDRESS: _____

*(**Building signs** that project from surface and more than 24 sq. ft. and **Ground Signs** of more than 10 feet in height and 100 sq. ft. or over in area requires sign sealed plans by a Florida Registered Professional Engineer).

*For free standing signs, wind load calculations and footer details are required to accompany permit application. (Nominal design for Destin: 130MPH, 3-second gust, exposure C).

*A **SCALED SITE PLAN OR SURVEY** (showing setbacks and location of sign), and a **SCALED DRAWING OF SIGN** (to include height, size, building façade, size of building sign, and all other information needed to determine code compliance) are required.

DESCRIPTION OF WORK TO BE DONE: _____

SIGN DISCRIPTION: NEW FACE CHANGE ONLY REPLACEMENT CODE YEAR EDITION FBC: _____

SIGN TYPE: (check all that apply) Building # _____ Façade # _____ Ground # _____ Directional # _____

Marquee # _____ Awning # _____ Projected # _____ Window # _____

ELECTRICAL: YES / NO ILLUMINATED: YES / NO TRANSFORMERS/BALLASTS: # _____

TOTAL VALUE (MATERIAL & LABOR): _____

FINAL INSPECTION IS REQUIRED ON ALL PERMITS-Failure to obtain a final inspection may result in legal action.

Applicants Signature: _____ Date: _____

Reviewed by: _____ (Building Div. – Permit Officer) Date: _____

Applicants Printed Name: _____

Received By: _____ (initials) Date: _____

CITY OF DESTIN - BUILDING DIVISION

PERMIT APPLICATION

NOTICE TO OWNER / CONTRACTOR

JOB SITE ADDRESS: _____ PROJECT NAME: _____

PAECCEL ID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

Application is hereby made to obtain a permit to do the work and installation as indicated. ***I certify that no work or installation has been commenced prior to issuance of a permit*** and that all work will be performed to meet all codes, standards and laws governing construction in this jurisdiction. I also certify that all required insurances for me and any trades are in accordance with state laws. I understand that a separate permit must be secured for **BUILDING, ELECTRICAL WORK, PLUMBING, MECHANICAL, ROOFING, SIGNS, POOLS and Right of Way (ROW) CONSTRUCTION**, etc.

OWNER / CONTRACTOR AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning per State and City of Destin.

If the direct contract is greater than \$2500, the applicant/owner must file a NOTICE OF COMMENCEMENT.

“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.”

FINAL INSPECTION IS REQUIRED ON ALL PERMITS-Failure to obtain a final inspection may result in legal action.

Must be signed in presence of a Notary

Signature Date
Owner or Agent (including contractor)

Signature Date
Contractor

STATE OF FLORIDA
COUNTY OF OKALOOSA
Sworn to (or affirmed) and subscribed
before me this _____ day of _____, 20____
by _____ who is known
to me or has produced _____
as identification.

STATE OF FLORIDA
COUNTY OF OKALOOSA
Sworn to (or affirmed) and subscribed
before me this _____ day of _____, 20____
by _____ who is known
to me or has produced _____
as identification.

Notary Signature as to Owner Date

Notary Signature as to Contractor Date

SEAL:

SEAL:



**Community Development Department
 Planning Division
 4200 Indian Bayou Trail, Destin, FL 32541
 Phone: (850) 837-4242 Fax: (850) 837-7949 or
 (850) 650-0693**

Planning Div. Date Received Stamp

SIGN

Building/Construction Permit Application Supplement

JOB SITE ADDRESS: _____

PARCEL ID(S): _____

DESCRIPTION OF WORK (Related to Permit Type): _____

BUILDING (SIGN SQ. FT. / FACADE SQ. FT.) #1: _____ / _____ #2: _____ / _____ #3: _____ / _____
 (Note: Lesser of 15% or 150 Sq. Ft.)

GROUND (SIGN SQ. FT. / GRADE TO TOP) #1: _____ / _____ #2: _____ / _____ #3: _____ / _____
 (Note: Minimum 50 Sq. Ft. and for premises with more than 50 feet of frontage, one ground sign per such street frontage not exceeding one square foot of sign face area for each foot of frontage to a maximum of 160 square feet. Maximum Height is 26 Feet)

PROPERTY FRONTAGE ALONG ROW: _____ FEET; _____ FEET; _____ FEET
 (If applicable) (If applicable)

DOES BUILDING SIGN HEIGHT EXCEED 35 FEET AND IS THE STRUCTURE TWO STORIES OR LESS? (Y/N)
 (If YES, not allowed per City of Destin LDC Section 16.04.00.B.3)

REQUIRED GROUND SIGN SETBACKS: FRONT: _____ SIDE: _____ REAR: _____

Note: Per City of Destin LDC Section 16.04.00.A.3, required to be setback 10 feet from all property lines except on Hwy. 98 between East Pass and Gulf Shore Drive where the sign face only (not structure) may extend 4 feet into the setback.

SOUTH OF COASTAL CONSTRUCTION LINE (Y/N)
 (If YES, provide a copy of the FDEP permit)

WHITE SAND ZONE: ZONE I / ZONE II / NONE

Planner: _____ **Date:** _____

Stormwater Specialist/Floodplain Manager: _____ **Date:** _____



REQUIREMENTS FOR SIGN PERMITS

Land Development Code: Article 16, Section 16.09.00.1 2, & 3

- A. **Permits required:** No permit is required for the display of a flag. No person shall erect, alter, repair or relocate any sign that requires a permit without first obtaining a building permit for such work from the director of community development. No permit shall be issued until the director of community development determines that such work is in accordance with the requirements contained in this ordinance, and the director of community development determines such work will not violate any building, electrical or other adopted codes of the city.
- B. **Applications:** All required building permit applications shall be filed on forms supplied by the director of community development. The application shall contain the information and documents required herein and shall be accompanied by the required permit fee.
- C. **Permit application contents:** The completed application for a permit for a sign shall include the following applicable information:
1. The name, address and telephone number of the property owner together with proof of ownership.
 2. The name, address, telephone number and registration number of the engineer.
 3. The name, address, telephone number and license number of the sign contractor/manufacturer.
 4. The address and name of the business where the sign is to be erected. The zoning district, the building frontage of the tenant space and the road frontage of the premises is also required.
 5. The type of sign, square footage, height and location of all signage currently displayed on the premises.
 6. The type of sign, square footage, height and location of the sign or signs proposed to be erected on the premises.
 7. A fully dimensioned and scaled site plan showing the lot frontage, building frontage, parking areas and location of all existing and proposed signs. For ground signs, the site plan must show the distance from the right-of-way and edge of pavement.
 8. **Sign plan.** The application shall:
 - a. Provide a summary table listing location type and area of any existing and proposed signs.
 - b. Provide fully dimensioned and scaled elevation drawing of any proposed sign, showing sign type, height, structure and sign face area.
 - c. For building signs, provide an elevation of the building, showing placement of any sign.
 - d. If the sign is to be electrically lighted, additional information is to be provided regarding the testing laboratory or the ETL Number, and the name and address of the electrical contractor.
 - e. For multiple occupancy complexes, the format required by Section X (A)(2)(b)(ii).
 9. The type of construction, sign supports, electrical details.
 10. Wind load calculations and footer details as required by the city's adopted building code.
 11. For the following signs, plans prepared by a Florida registered professional engineer and sealed by such engineer:
 - a. Building signs that project perpendicularly from the surface to which it is attached and that are more than 24 square feet in area.
 - b. Ground signs of more than ten feet in height and 100 square feet in area.

DESTIN FIRE CONTROL DISTRICT APPROVAL REQUIRED FOR ALL GROUND SIGNS.

A STATE CERTIFIED SIGN CONTRACTOR (SPECIALTY ELECTRICAL) LICENSE IS REQUIRED FOR INSTALLATION OF LIGHTED, ELECTRICAL SIGNS.