



Rev. Date: July 2022

PERMIT #: _____

Permanent Commercial Signage Permit App
1065 Ridgewood Avenue, Holly Hill, Florida 32117-2807
Phone: (386) 248-9442
Email: permitdesk@hollyhillfl.org

****EFFECTIVE IS THE 7TH EDITION FLORIDA BUILDING CODE ****

Address of Project: _____

Business Name: _____

Business Owner: _____ Phone: _____

CONTRACT AMOUNT: \$ _____

This is a (check all that apply):

- ☐ New Sign
☐ Existing Sign: Change to an existing sign such as its size, shape, location, changes to electrical, cabinet, etc.
☐ *Face Change only to an existing sign such as the business name, letter style, color, etc. No electrical or cabinet changes, etc.

***If you are doing a face change only**, to an existing sign, and **no other changes**, then simply:

- Provide a rendering of the change with dimensions
- Show the location of the affected existing sign
- Sign the application and submit

Type of Sign (check all that apply):

- ☐ Wall (on the building)

For new wall signage provide the following for the building wall on which the signage is being placed.

Wall length: _____ x Wall height: _____ = Wall SF: _____ x 10% = _____

The total wall signage (new and existing to remain) **cannot exceed 10%** of the wall's total square footage.

- ☐ Pole
☐ Monument / Ground

If a pole / ground sign, what is the property frontage of your businesses on the road? Linear feet _____

- ☐ Window Signs

Maximum window coverage. The combined area of permanent and temporary signs placed on or behind windows **shall not exceed 25 percent** of the total window area at the same floor level on the side of the building or unit upon which the signs are displayed.

What is the square footage of each window that will have signage? _____

What is the square footage of signage in each window? _____

Is any of the signage illuminated? ☐ YES ☐ NO

Put total square footage of:

New wall signage _____

Total of all wall signage _____

New pole signage _____

Total of all pole signage _____

New ground signage _____

Total of all ground signage _____

New window signage _____

Total of all window signage _____

Required Attachments:

See page two for additional information on required submittals including engineered drawings.

PAGE TWO OF SIGN PERMIT APPLICATION

SIGN CONTRACTOR: _____ PHONE: _____

Contractor Address: _____

LICENSE NUMBER: _____

ELECTRIC CONTRACTOR: _____ PHONE: _____

Contractor Address: _____

LICENSE NUMBER: _____

Electrician Signature

Printed Name of Electrician

AN APPROVED PERMIT PLACARD MUST BE POSTED AT THE JOB SITE PRIOR TO STARTING ANY WORK. DOING WORK WITHOUT THE PLACARD POSTED AT THE JOB SITE IS DOING WORK WITHOUT A PERMIT AND IS SUBJECT TO FINES.

Permanent Commercial Signage Permit Application

“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 governmental entities such as water management districts, state agencies, or federal agencies.”

Please make sure all required documents are submitted at time of application. An application for a sign permit shall include the following:

1. Provide 2 sets of accurate, scaled drawings, which show the dimensions, materials, illumination and colors of the proposed sign.
2. Provide 2 sets of drawings showing the location of the proposed sign on the site or building, including dimensions of property lines.
3. If applicable, indicate the location, type and dimensions of other signs on the same site advertising the same business.
4. Construction details, ground, pole, wall and canopy/awning signs shall require the plans to be certified by a State of Florida registered design professional for compliance with the Florida Building Code.
5. Signed and notarized landlord/tenant affidavit.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

SIGN CONTRACTOR'S SIGNATURE

DATE

If you are not the owner of the property then please make sure that the landlord/tenant affidavit is completed.



Landlord/Tenant Sign Affidavit

I _____ do hereby authorize my tenant
Owner/Authorized Agent

_____ or his/her authorized
Tenant Name

Agent/contractor to make **SIGN** improvements or changes and obtain any necessary sign permits to my property located at:

Subject Property – include unit # if applicable

Owner Signature OR Authorized Agent

STATE OF FLORIDA
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 202__, by _____, who is personally known to me or produced _____ as identification and did/did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA

Notary Signature

Printed Name

Commission No.: _____
My Commission Expires: _____