

**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. _____

Table with fields: Business Name, Contractor/Qualifier, Owner's Name, Contact Person for this Project, Street Address, City, State, Phone Number, E-mail, Job/Site Address, Florida Contractor License Number, Parcel ID No., Project Type - Sign, Description of work to be performed under this permit, Job Value, Area of 1 side, Height, No. of Signs, Activity-Sign (check one), Plot Plan, Signature of Applicant, Date, Permit Fee.

Signature of Contractor/Agent

Date

Signature of Building Official

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.



NOTICE OF COMMENCEMENT

Permit No. _____
State of Florida
County of Bay

Tax Folio No. _____

To Whom It May Concern:

The undersigned hereby gives Notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Description of property (legal description of the property, and street address if available): _____

General description of improvement: _____

Owner Name: _____

Address: _____

Owner's interest in site of the improvement: _____

Fee Simple Titleholder Name: _____

Address: _____

Contractor Name: _____

Address: _____

Phone Number: _____

Payment Bond Surety: _____

Address: _____

Phone Number: _____ Amount of Bond: \$ _____

Lender Name: _____

Address: _____

Phone Number: _____

Person within the State of Florida designated by Owner upon whom Notices or other documents may be served as provided by Section 713.13(1) (a) 7., Florida Statutes:

Name _____

Address _____

Phone Number: _____

In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: _____

Expiration date of Notice of Commencement is one (1) year from date of recording unless a different date is specified _____.

Signature of Owner

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____ (name of person making statement).

Signature of Notary Public (State of Florida)

NOTARY SEAL

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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 ON RECORDING YOUR NOTICE OF COMMENCEMENT.