

COLUMBIA COUNTY BUILDING DEPARTMENT

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bldginfo@columbiacountyfla.com

Scan QR code to submit online.
(On next page)

Sign Application Checklist

(NEW OR REPLACING EXISTING)

PERMIT EXEMPTION: If the construction job cost is \$5000 or less, no permit is required. (County Ord. 2025-05) This does not change the requirement for the use of licensed contractors and the requirement of recording a Notice of Commencement when the cost is \$5000 or more. (F.S. ch:489, F.S. ch:713)

- ☐ Sign regulations and definitions are attached to this application. REVIEW THESE FOR COMPLIANCE. Any questions, please contact County Planner at 386.754.7119.
- ☐ 2nd pg of Permit Application with PROPERTY OWNER'S Signature & Notarized Contractor Signature - The deeded property owner must sign page 2 of Application
- ☐ License Holders (Contractors) must complete a "Letter of Authorization" for who is authorized to pull the permit on their behalf
- ☐ Proof of ownership by way of Recorded Deed or Property Appraiser's parcel details printout-- visit <https://search.ccpafl.com/>
- ☐ For hard copy apps: 2 sets of Engineering Signed & Sealed; For online apps: 1 set of Truss Engineering digitally sealed (verifiable), if new or relocating an existing sign
- ☐ For signs located on walls, canopy, or on building, provide sign panel specifications.
- ☐ Site plan, showing existing and/or new signs with setback distances, heights and sizes of signs for ground/pole signs.
- ☐ Subcontractor verification form - *IF NECESSARY*
- ☐ Recorded Notice of Commencement; before 1st inspection
- ☐ Any other necessary documents requested (Floodplain Notice to Owner, etc...)

Notice Regarding Signs:

This application serves as the sign permit for the proposed signage. All signs must comply with the Columbia County Land Development Regulations and any applicable zoning or overlay district standards for size, height, setbacks, location, and visibility. Provide complete plans, dimensions, sign face calculations, structural and electrical details, and any other documentation requested as part of this application package. Approval is subject to County review and full compliance with applicable codes; approval of this application does not exempt the applicant from meeting code requirements. Noncompliance may result in permit denial, removal of the sign, or other enforcement action in accordance with County regulations.

Published 10/2025



Columbia County, Florida

Sign Application



**Scan QR Code to
complete application online.

For Office Use Only

Application # _____

Permit # _____

Comments/Notes _____

***This page not required for Online submissions.**

Applicant Rachel Fouts **Phone #** _____
(person applying, not owner)

Applicant Address 235 Apollo Beach Blvd, Box 507, Apollo Beach FL, 33572

Contact Email (updates sent here) Rachel@signpermitsplus.com

Owners Name TRUCK STOP 75 LLC **Phone #** _____

Job Site Address 14197 S US HIGHWAY 441, Lake City, FL 32024

Contractors Name Daryl Tomlinson-Gainesville Neon & Signs LLC **Phone #** 352-376-2750

Contractors Address 1405 NW 53RD AVE, GAINESVILLE FL, 32609

Contractors Email permitting@gainesvilleneon.com

Parcel # ____ - ____ - ____ - ____

Estimated Cost of Job 5500 **Commercial** ☒

Power Company - ☐ FI Power & Light - ☐ Clay Electric - ☐ Suwannee Valley - ☐ Duke Energy

Sign Type: WALL
(Wall, Ground, Pole)

Is the Sign Illuminated: YES ☒ NO ☐ **If YES, Explain:** LED- Connecting to existing electrical.

Total Sign Height from the Ground: _____ **Ground Clearance:** _____ **Replacing Existing Sign:** YES ☐ NO ☐

Distance to Property Lines or Curbs:

Front _____ **Side** _____ **Side** _____ **Rear** _____

NOTICE: This sign permit application must comply with all applicable provisions of the Florida Building Code 2023 (FBC 2023), including structural, electrical, and safety requirements. All signs must meet the design, installation, and material standards outlined in the FBC 2023. The applicant is responsible for ensuring that the sign is installed in full compliance with these regulations, including obtaining any necessary approvals for zoning or code compliance