



## COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave., Suite B-21, Lake City, FL 32055

Office: 386-758-1008 Fax: 386-758-2160

[www.columbiacountyfla.com/BuildingandZoning.asp](http://www.columbiacountyfla.com/BuildingandZoning.asp)

### NEW OR REPLACING EXISTING SIGN PERMITS

**PERMIT EXEMPTION:** If the construction job cost is \$4000.00 or less, no permit is required. (County Ord.2012-2) 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 \$2500.00 or more. (F.S. ch:489, F.S. ch:713)

The Deeded Property Owner must sign the 2<sup>nd</sup> page of the application. If the customer has a **notarized Power of Attorney for from the Deeded Property Owner**, then that named person can sign for the owner.

For Corporate Ownership we must have documents to prove the person signing as the owner has the Authority to do so. (By: Articles of Incorporation, Proper contract documents, officer's authority on company letterhead, or other notarized documents; these documents will be reviewed prior to permit issuance.)

**Agents cannot sign the Application for the contractor this must be the license holder.**

☒ Sign Regulations and Definitions are attached to this application. **REVIEW THESE FOR COMPLIANCE**  
Any questions on these Sign Regulations call Brandon Stubbs, County Planner at 386-754-7119.

☒ Two page Permit Application with *PROPERTY OWNER'S SIGNATURE & notarized* contractor signature on 2<sup>nd</sup> page and the \$15.00 application fee.

1 -Notes:

☒ License Holders (Contractors) must complete a "Letter of Authorization" for who signs the permit.

2 -Notes:

☐ If an Owner Builder, Notarized Disclosure Statement (Owner Builders must sign for the Permit).

3 -Notes:

☒ Proof of property ownership. **Provide** a Recorded deed or Property Appraiser's parcel details printout; if  
☐ owned by a Corporation or Trust, **provide** corporate articles listing the signor, trust executor or POA forms.

4 -Notes:

☒ 2 sets of blueprints, Signed & Sealed Engineering, if new or relocating an existing sign.

5 -Notes:

☒ For signs located on walls, canopy, or on the building, **provide** Sign panel Specifications.

6 -Notes:

☒ Site plan, showing existing and/or new with setback distances, heights and sizes of signs.

7 -Notes:

☐ Subcontractors Verification Form, SIGNED by the license holder (contractor), if required.

8 -Notes:

☒ Recorded Notice of Commencement; before the 1<sup>st</sup> inspection.

9 -Notes:

☒ Driving directions including all road names from a major HWY then to the site, not internet map.

10 -Notes:

#### **CONTRACTOR FILING:**

Certified Contractors not on file, **provide** ☒ state license, ☒ (COI) Certificate of Liability insurance including Worker's Comp insurance with Columbia County Building Department as the certificate holder or ☐ W/C Exemption card along with  
☐ the Detail Entity page showing "Active" for your Articles of Incorporation from the website [sunbiz.org](http://sunbiz.org). No filing fees.

Registered Contractors not on file, call about reciprocity and fees.

Revised 7-1-15

# Columbia County Sign Permit Application

**For Office Use Only** Application # \_\_\_\_\_ Date Received \_\_\_\_\_ By \_\_\_\_\_ Permit # \_\_\_\_\_  
 Zoning Official \_\_\_\_\_ Date \_\_\_\_\_ Flood Zone \_\_\_\_\_ Land Use \_\_\_\_\_ Zoning \_\_\_\_\_  
 FEMA Map # \_\_\_\_\_ Elevation \_\_\_\_\_ MFE \_\_\_\_\_ River \_\_\_\_\_ Plans Examiner \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_

☐ NOC ☐ Deed or PA ☐ Site Plan ☐ Letter of Auth. from Contractor ☐ F W Comp. letter ☐ Corporate Documents  
☐ App Fee Paid ☐ Sub VF Form

Notes:

Fax \_\_\_\_\_

Applicant (Who will sign/pickup the permit) Tina OSteen Phone 321-377-8489

Address Parcel 35-2S-15-00109-000 (264)

Owners Name FLORIDA POWER & LIGHT COMPANY Phone \_\_\_\_\_

911 Address \_\_\_\_\_

Contractors Name ZIOMEK, MICHAEL Ultra Lum Enterprises Phone 365-292-2316

Address PO BOX 2188 PALM HARBOR, FL 34682

Contractors Email tina@allpermitservices.com \*\*\*Include to get updates for this job.

Fee Simple Owner Name & Address \_\_\_\_\_

Bonding Co. Name & Address \_\_\_\_\_

Architect/Engineer Name & Address \_\_\_\_\_

Mortgage Lenders Name & Address \_\_\_\_\_

Circle power company, if needed ☒ FL Power & Light ☐ Clay Elec. ☐ Suwannee Valley Elec. ☐ Duke Energy

Property ID Number 35-2S-15-00109-000 (264) Estimated Cost of Construction 460000

Subdivision Name \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_ Phase \_\_\_\_\_

Driving Directions \_\_\_\_\_

Sign Type (Pole sign, Wall, Ground, Canopy, Re-facing, etc.) \_\_\_\_\_

Is the Sign Illuminated: ☐ NO ☐ YES IF YES, Explain (LED, Flashing, etc) \_\_\_\_\_

Total Sign Height from the Ground \_\_\_\_\_ Ground Clearance \_\_\_\_\_ Replacing Existing Sign ☐ NO ☐ YES

Distance to Property Lines or Curbs - Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work be performed to meet the standards of all laws regulating construction in this jurisdiction. **CODE: Florida Building Code 2014 and the 2011 National Electrical Code.**

**CODES: 2020 Florida Building Code 7<sup>th</sup> Edition and the 2017 National Electrical Code.**

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work be performed to meet the standards of all laws regulating construction in this jurisdiction.

**TIME LIMITATIONS OF APPLICATION:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless pursued in good faith or a permit has been issued.

**TIME LIMITATIONS OF PERMITS:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time work is commenced. A valid permit receives an approved inspection every 180 days. Work shall be considered not suspended, abandoned or invalid when the permit has received an approved inspection within 180 days of the previous approved inspection.

**FLORIDA'S CONSTRUCTION LIEN LAW: Protect Yourself and Your Investment:** According to Florida Law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. This means if a lien is filed against your property, it could be sold against your will to pay for labor, materials or other services which your contractor may have failed to pay.

**NOTICE OF RESPONSIBILITY TO CONTRACTOR AND AGENT: YOU ARE HEREBY NOTIFIED** as the recipient of a building permit from Columbia County, Florida, you will be held responsible to the County for any damage to sidewalks and/or road curbs and gutters, concrete features and structures, together with damage to drainage facilities, removal of sod, major changes to lot grades that result in ponding of water, or other damage to roadway and other public infrastructure facilities caused by you or your contractor, subcontractors, agents or representatives in the construction and/or improvement of the building and lot for which this permit is issued. No certificate of occupancy will be issued until all corrective work to these public infrastructures and facilities has been corrected.

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU 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 ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

**OWNERS CERTIFICATION:** 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.

**NOTICE TO OWNER:** There are some properties that may have deed restrictions recorded upon them. These restrictions may limit or prohibit the work applied for in your building permit. You must verify if your property is encumbered by any restrictions or face possible litigation and or fines.

David T. Bates  
Printed Owners Name

[Signature]  
Owners Signature

**\*\*Property owners must sign here before any permit will be issued.**

**CONTRACTORS AFFIDAVIT:** By my signature, I understand and agree that I have informed and provided this written statement to the owner of all the above written responsibilities in Columbia County for obtaining this Building Permit including all application and permit time limitations.

[Signature]  
Contractor's Signature

Contractor's License Number EC13004138  
Columbia County  
Competency Card Number \_\_\_\_\_

Affirmed and subscribed before me the Contractor by means of ☒ physical presence or ☐ online notarization, this 28<sup>th</sup> day of May, 2021, who was personally known to me and produced ID Florida

Driver's License  
State of Florida Notary Signature (For the Contractor)  
New Jersey

SEAL:

NABIHA KHAN  
Notary Public - State of New Jersey  
My Commission Expires Apr 9, 2026

[Signature]

(Electronic Signatures Are Accepted.)