

# COLUMBIA COUNTY BUILDING DEPARTMENT

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[bldginfo@columbiacountyfla.com](mailto: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 \_\_\_\_\_ Phone # \_\_\_\_\_  
(person applying, not owner)

Applicant Address \_\_\_\_\_

Contact Email (updates sent here) \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone # \_\_\_\_\_

Job Site Address \_\_\_\_\_

Contractors Name \_\_\_\_\_ Phone # \_\_\_\_\_

Contractors Address \_\_\_\_\_

Contractors Email \_\_\_\_\_

Parcel # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Estimated Cost of Job \_\_\_\_\_ Commercial ☒

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

Sign Type: \_\_\_\_\_  
(Wall, Ground, Pole)

Is the Sign Illuminated: YES ☐ NO ☐ If YES, Explain: \_\_\_\_\_

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

**CODES: 2023 Florida Building Code 8th Edition and the 2020 National Electrical Code**

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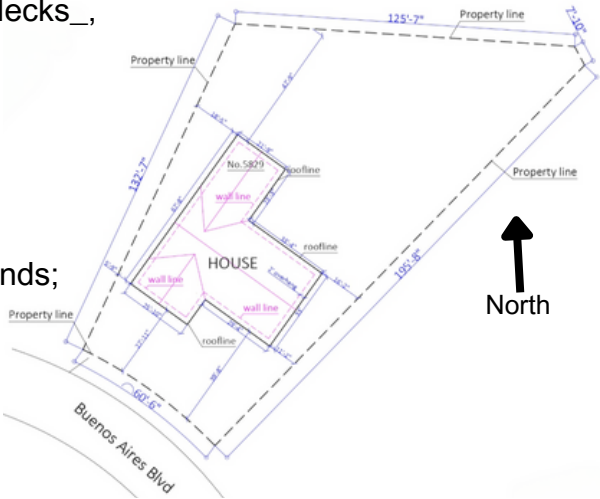
# PROPOSED SITE PLAN



**SITE PLAN CHECKLIST:**

- \_\_\_ 1) Property Dimensions
- \_\_\_ 2) Footprint of proposed and existing structures (including decks\_\_, label these with existing addresses
- \_\_\_ 3) Distance from structures to all property lines
- \_\_\_ 4) Location and size of easements
- \_\_\_ 5) Driveway path and distance from any waters; sink holes; wetlands; and etc.
- \_\_\_ 6) Location and distance from any waters; sink holes; wetlands; and etc.
- \_\_\_ 7) Show slopes and/or drainage paths
- \_\_\_ 8) Arrow showing North direction

**SITE PLAN EXAMPLE**



# Subcontractor Verification Form

APPLICATION/PERMIT # \_\_\_\_\_ JOB NAME \_\_\_\_\_

## THIS FORM MUST BE SUBMITTED BEFORE A PERMIT WILL BE ISSUED

Columbia County issues combination permits. One permit will cover all trades doing work at the permitted site. It is **REQUIRED** that we have records of the subcontractors who actually did the trade specific work under the General Contractor's permit.

**NOTE:** It shall be the responsibility of the general contractor to make sure that all of the subcontractors are licensed with the Columbia County Building Department.

**NOTE:** If this should change prior to completion of the project, it is your responsibility to have a corrected form submitted to our office, before that work has begun.

Violations will result in stop work orders and/or fines.

ELECTRICAL

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

MECHANICAL / A/C

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

PLUMBING / GAS

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

ROOFING

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

FIRE SYSTEM /  
SPRINKLER

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

SOLAR

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

STATE SPECIALTY

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_



## Columbia County Land Development Sign Regulations

### **4.2.22**

Signs. The provisions of these land development regulations shall govern the sizes, location, and character of signs which may be permitted as a principal or accessory use. No signs shall be permitted in any location except in conformity with these land development regulations.

#### **4.2.22.1**

Intent. Signs may unreasonably distract the attention of motorists and interfere with traffic safety. Indiscriminate erection and maintenance of signs seriously detract from the enjoyment and pleasure in the natural scenic beauty of the areas subject to these land development regulations and, in turn, injuriously affects the economic well-being of the citizenry. Thus, it is the intent of these regulations to prevent the uncontrolled erection of signs. The provisions of this section are intended to provide for the regulation of types, sizes, and locations of signs in relation to the identification of various uses and activities on premises, to provide for certain types and locations of off-site signs, and to supplement the regulations set out in the schedule of district regulations.

#### **4.2.22.2**

Applicability of other code or regulatory requirements. Signs or other advertising structures shall be constructed and maintained in accordance with the building and electrical codes of the county, and all other applicable ordinances and regulations of the county, as well as other, state and federal rules and regulations.

#### **4.2.22.3**

Definitions. Definitions for the purposes of sign regulation under these land development regulations are set out in the definitions section of these land development regulations under Sign, etc. (See Section 2.1 \*BELOW for definitions.)

#### **4.2.22.4**

Prohibited signs. It shall be a violation of these land development regulations punishable as provided by these land development regulations, to erect or maintain:

1. Traffic or pedestrian hazard. Any sign which constitutes a traffic hazard or a detriment to traffic safety by reason of its size, location, movement, content, coloring, or method of illumination, or by obstructing the vision of drivers, or by obstructing or detracting from the visibility of any official traffic control device by diverting or tending to divert the attention of moving vehicles from the traffic movement on streets, roads, or access facilities; nor shall any sign be erected in such a manner as to obstruct the vision of pedestrians. The use of flashing or revolving red, green, blue, or amber lights is prohibited in any sign as constituting a hazard to traffic. Any sign which by glare or method of illumination constitutes a hazard to traffic is prohibited. Although a sign may use the words "Stop," "Look," "Drive-in," no such words or any other word, phrase, symbol, or character shall be used in such a manner as to interfere with, mislead, or confuse traffic.
2. Obscenities. Signs which are obscene, indecent, or immoral.
3. Rights-of-way. Signs erected on the right-of-way of any street, road, or public way, except as specifically provided by these land development regulations.
4. Public property. Signs erected on public property, other than signs erected by a public authority for public purposes, unless otherwise authorized by these land development regulations.
5. Ingress or egress to buildings. Signs so located as to prevent free ingress or egress from any door, window, or fire escape.
6. Yard areas. Signs in required yard areas except as specifically permitted by the terms of these land development regulations.

#### **4.2.22.4 (Cont'd)**

7. Roof signs. Signs erected, constructed, and maintained wholly upon or over the roof structure.
8. Height. Signs which are higher than 35 feet from established grade, except as otherwise specified in these land development regulations.
9. Glare. Illuminated signs which result in glare or reflection of light on residential property in the surrounding area.
10. Minimum clearance. Canopy, marquee, projecting, or hanging signs with less than a nine foot minimum clearance between the bottom of the sign and the ground surface.

#### **4.2.22.5**

Sign permits. Within areas subject to these land development regulations, it shall be unlawful for any person to erect, maintain, or replace any sign not specifically exempted by these land development regulations, without first securing from the land development regulation administrator a building permit to do so, as required.

#### **4.2.22.6**

Exemptions. Except as otherwise provided, the following signs may be erected without a permit, subject, however, to all remaining requirements of these land development regulations. All exempt signs may be located within the required front yard, but shall not be located within 20 feet of any adjacent property line. Signs under #3 below may be located on or may overhang or infringe upon the right-of-way of streets, roads, or public ways.

1. Signs not exceeding one square foot in area and bearing only property numbers, mail box numbers, names of occupants of premises, or other identification of premises not having commercial connotations.
2. Flags and insignia of any government except when displayed in connection with commercial promotion.
3. Traffic or other municipal, county, state, or federal signs, legal notices, railroad crossing signs, danger signs, and such temporary, emergency, or non-advertising signs as may be approved by the board of county commissioners.
4. Integral decorative or architectural features of buildings except letters, trademarks, moving parts, or moving lights.
5. Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.
6. Signs within buildings.
7. One "For Sale" or "For Rent" sign per parcel of property, unless such property fronts on more than one street, in which case two signs may be erected, one on each frontage. The size of any such sign shall not be in excess of 1 square foot, and such sign shall be removed within one month after the premises have been sold or rented.
8. Occupational signs denoting only the name, street number, and business of an occupant, which do not exceed 1 square foot in surface area.
9. Political campaign signs not to exceed 32 square feet.
  - a. A candidate shall remove all of his or her political campaign signs within one month after:
    1. Withdrawal of his or her candidacy;
    2. Having been eliminated as a candidate; or
    3. Being elected to office.
  - b. If in violation of these land development regulations, they shall be removed immediately by the sheriff's office, code enforcement or any other authorized personnel. Signs shall be disposed of without notice or compensation and the candidate can be charged the actual cost of removing any signs. However, a candidate is not expected to remove those political campaign signs as provided for in F.S. chapter 479.
10. Signs and bench signs for non-profit, eleemosynary organizations, churches and other houses of worship which do not exceed 16 square feet in surface area.

**4.2.22.7**

On-site signs. Unless otherwise specified in these land development regulations, the following regulations shall govern on-site signs. (See Section 2.1 **\*BELOW** for definition of on-site signs.)

1. On-site signs may be erected in any zone district.
2. On-site signs may be located in the required front yard; provided, however that any such sign shall not obstruct visibility at intersections and curb breaks. (See section 4.2.26. **\*\*SEE BELOW**)
3. On-site signs shall not exceed a height above established grade of 35 feet.

**4.2.22.8**

Off-site signs. Unless otherwise specified in these land development regulations, the following regulations shall govern off-site signs. (See Section 2.1 **\*BELOW** for definition of off-site signs.):

1. Off-site signs are prohibited, except where specifically permitted by these land development regulations.
2. Off-site signs may be erected in the required front yard, provided:
  - a. Off-site signs shall be no nearer the street right-of-way line than 15 feet.
  - b. No off-site sign shall be erected so as to obstruct visibility at intersections and curb breaks. (See section 4.2.26 **\*\*SEE BELOW**)
3. Off-site signs may not be erected within 100 feet of any church, school, cemetery, public park, public reservation, public playground, state or national forest, or railroad intersection.
4. Off-site signs shall not exceed a height above established grade of 35 feet.

**\*SECTION 2.1 DEFINITIONS**

Sign. Sign means any device designed to inform or attract the attention of persons not on the premises on which the sign is located. Unless otherwise specified, a sign may have one or two faces. (See article 4 for general regulations governing signs.)

Sign, surface area. The surface area of a sign shall be computed as including the entire area within the periphery of a regular geometric form, or combinations of regular geometric forms, comprising all of the display area of the sign, and including all of the elements of the matter displayed, but not including blank masking, frames, or structural elements of the sign and bearing no advertising matter. In the case of double face signs, each sign face shall be measured as surface area and the combined surface area of both faces shall not exceed the maximum permitted for the building or use.

Sign, on-site. On-site sign means a sign relating in its subject matter to the premises on which it is located, or top products, accommodations, services, or activities on the premises. On-site signs do not include signs erected by the outdoor advertising industry in the conduct of the outdoor advertising business.

Sign, off-site. Off-site sign means a sign other than an on-site sign.

Sign, animated. Animated sign means a sign with externally moving parts or messages, or so operating as to give a viewer the illusion of moving parts or messages.

Sign, attached. Attached sign means a sign painted on the exterior face of a building or attached to a building. Attached signs include canopy signs, marquee signs, wall signs, roof signs, and projecting or hanging signs supported or attached to a canopy, awning, marquee, or building.

Sign, flashing. Flashing sign means a sign designed to attract attention by the inclusion of a flashing, changing, evolving, or flickering light source or a change of light intensity.

Sign, freestanding. Freestanding sign means a sign which is not attached to a building. Freestanding signs include ground signs, pole signs, and portable signs.

## **Section 2.1 definitions (cont'd)**

**Sign, identification.** Identification sign means a sign which depicts the name and/or address or a building or establishment on the premises where the sign is located as a means of identifying said building or establishment. An identification sign shall not contain promotional or sales material.

**Sign, non-flashing.** Non-flashing sign means a sign which does not have a flashing, changing, revolving, or flickering light source or which does not change light intensity.

### **\*\*\*Section 4.2.26**

*Visibility at intersections and curb breaks.*

#### **4.2.26.1**

**Visibility at intersections.** On a corner lot in all zoning districts, no fence, wall, hedge, landscaping, or structure shall be erected, placed, planted, or allowed to grow in such a manner as to obstruct vision between a height of two and one-half feet and six feet above the centerline grades of the intersecting streets in the area bounded by the street lines of such corner lots and a line joining points along said street lines 25 feet from the point of such intersection.

#### **4.2.26.2**

**Visibility at curb breaks.** In all zone districts, where a curb break intersects a public right-of-way, no fence, wall, hedge, landscaping, or structure shall be erected, placed, planted, or allowed to grow in such a manner as to obstruct cross-visibility between a height of two and one-half and six feet within the areas of property on both sides of the curb break formed by the intersection of each side of the curb break and public right-of-way lines with two sides of each triangle being ten feet in length from the point of intersection and the third being a line connecting the end of the two other sides.

#### **4.2.26.3**

**Retaining walls.** The requirements of this section shall not be deemed to prohibit any necessary retaining wall.

#### **4.2.26.4**

**Trees.** Trees shall be permitted in the clear space provided that foliage is cut away within the prescribed heights.

# **NOTICE TO APPLICANT/OWNER REGARDING FLOODING**

**Please read carefully before you begin your construction project!**

**WARNING:** The degree of flood protection required by County's floodplain ordinance and the Florida Building Code are considered as minimum regulatory purposes only. The floodplain ordinance and Florida Building Code are based on scientific and engineering considerations, but do not include actual, observed events of flooding that may have occurred at your property. You should also keep in mind that larger floods have, can, and will occur from time to time. Flood heights may be increased by man-made or natural causes. Approval of your permit under the floodplain ordinance does not imply that the permitted structure will be free from flooding or flood damage. The Special Flood Hazard Areas and Base Flood elevations are contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps. The County adopts these maps for purposes of compliance with the National Flood Insurance Program, but makes no representations or assurances of their accuracy or reliability. The County does not maintain, track, or provide flood history data for any particular parcel of land.

**THERE IS NO GUARANTY OF VESTED USE, EXISTING USE, OR FUTURE USE CREATED BY YOUR COMPLIANCE WITH THE FLOODPLAIN ORDINANCE. YOU ARE RESPONSIBLE FOR ASSESSING YOUR OWN PARTICULAR FLOOD RISK AND YOU ARE ENCOURAGED TO SPEAK WITH NEIGHBORING OWNERS AND THE PREVIOUS OWNERS OF YOUR LAND TO OBTAIN FIRST-HAND KNOWLEDGE OF YOUR PROPERTY'S SPECIFIC FLOOD HISTORY.**

**DISCLAIMER OF LIABILITY.** The County floodplain ordinance does not create liability on the part of Board of County Commissioners of Columbia County or any officer or employee thereof for any flood damage that results from reliance on the ordinance, or any administrative decision lawfully made thereunder. Again, it is your responsibility to assess your property's flood risk and build accordingly.

**For more information,** see the Columbia County Code of Ordinances, Land Development Regulations, Article 8, at: [https://library.municode.com/fl/columbia\\_county](https://library.municode.com/fl/columbia_county). Additional information can also be found on the County Building Department's web page: <https://www.columbiacountyfla.com/BuildingandZoning.asp>.

## **ACKNOWLEDGEMENT**

I have read and understand the foregoing **NOTICE TO APPLICANT/OWNER REGARDING FLOOD ZONES**. I understand it is my responsibility to determine my property's flood risk, and that the County has made me no assurances that my property can not or will not flood.

**OWNER SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PARCEL # OR ADDRESS:** \_\_\_\_\_

Recording Stamp



TAX ID/PARCEL #:

## NOTICE OF COMMENCEMENT

**THE UNDERSIGNED** hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this **NOTICE OF COMMENCEMENT**.

1. **Description of property (legal description):** \_\_\_\_\_
  - a. Street (job) Address: \_\_\_\_\_
2. **General description of improvements:** \_\_\_\_\_
3. **Owner Information or Lessee information if the Lessee contracted for the improvements**
  - a. Name and Address: \_\_\_\_\_
  - b. Name and Address of fee simple titleholder (if other than owner): \_\_\_\_\_
  - c. Interest in property: \_\_\_\_\_
4. **Contractor Information**
  - a. Name and Address: \_\_\_\_\_
  - b. Telephone #: \_\_\_\_\_
5. **Surety Information (if applicable, a copy of the payment bond is attached)**
  - a. Name and Address: \_\_\_\_\_
  - b. Amount of Bond: \_\_\_\_\_
  - c. Telephone #: \_\_\_\_\_
6. **Lender**
  - a. Name and Address: \_\_\_\_\_
  - b. Telephone #: \_\_\_\_\_
7. **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**
  - a. Name and Address: \_\_\_\_\_
  - b. Telephone #: \_\_\_\_\_
8. **In addition to himself or herself, Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes**
  - a. Name: \_\_\_\_\_
  - b. Telephone #: \_\_\_\_\_
9. **Expiration date of Notice of Commencement (the expiration date will be 1 year from the date of recording unless a different date is specified):** \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER 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 SITE OF THE IMPROVEMENT 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.**

**STATE OF FLORIDA  
COLUMBIA COUNTY**

\_\_\_\_\_  
Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

\_\_\_\_\_  
Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me by means of ☐ physical presence or sworn to (or affirmed) by ☐ online notarization \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_  
as \_\_\_\_\_ for \_\_\_\_\_  
DATE MONTH YEAR NAME OF PERSON  
TYPE OF AUTHORITY - OFFICER, TRUSTEE, ATTORNEY IN FACT NAME OF PART ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of ID Produced \_\_\_\_\_  
SEAL/STAMP: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA

\_\_\_\_\_  
PRINT, TYPE, OR STAMP COMMISSIONED NAME OF NOTARY PUBLIC

**Published 10/2025**

# COLUMBIA COUNTY BUILDING DEPARTMENT

## AGENT AUTHORIZATION TO SIGN FOR PERMITS

### (BLANKET)

**\*Use if authorized to pull all permits on your behalf\***

**\*License holder still MUST sign Owner and Contractor Signature Page\***

I, \_\_\_\_\_ (License Holder Name), licensed qualifier for \_\_\_\_\_ (Company Name), do certify that the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf.

| Printed Name of Person Authorized | Signature of Person Authorized |
|-----------------------------------|--------------------------------|
| 1.                                | 1.                             |
| 2.                                | 2.                             |
| 3.                                | 3.                             |
| 4.                                | 4.                             |
| 5.                                | 5.                             |

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances. I understand that the State and County Licensing Boards have the power and authority to discipline a license holder for violations committed by him/her, his/her agents, officers, or employees and that I have full responsibility for compliance with all statutes, codes, and ordinances inherent in the privilege granted by issuance of such permits.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supercede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

License Holders Signature (Notarized) \_\_\_\_\_

License Number \_\_\_\_\_

Date \_\_\_\_\_

#### NOTARY INFORMATION:

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The above license holder, whose name is \_\_\_\_\_ personally appeared before me and is ( ) known by me or ( ) has produced identification (type of I.D.) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal/Stamp)

Notary's Signature \_\_\_\_\_

Notary's Printed Name \_\_\_\_\_

Published 10/2025

# COLUMBIA COUNTY BUILDING DEPARTMENT

## AGENT AUTHORIZATION TO SIGN FOR PERMITS

### (JOB SPECIFIC)

**\*Use if authorized to pull all permits on your behalf\***

**\*License holder still MUST sign Owner and Contractor Signature Page\***

I, \_\_\_\_\_ (License Holder Name), licensed qualifier for \_\_\_\_\_ (Company Name), do certify that the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf for the job address shown below ONLY.

Job Site Address: \_\_\_\_\_

| Printed Name of Person Authorized | Signature of Person Authorized |
|-----------------------------------|--------------------------------|
| 1.                                | 1.                             |
| 2.                                | 2.                             |
| 3.                                | 3.                             |
| 4.                                | 4.                             |
| 5.                                | 5.                             |

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances. I understand that the State and County Licensing Boards have the power and authority to discipline a license holder for violations committed by him/her, his/her agents, officers, or employees and that I have full responsibility for compliance with all statutes, codes, and ordinances inherent in the privilege granted by issuance of such permits.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supercede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

License Holders Signature (Notarized) \_\_\_\_\_

License Number \_\_\_\_\_

Date \_\_\_\_\_

#### NOTARY INFORMATION:

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The above license holder, whose name is \_\_\_\_\_ personally appeared before me and is ( ) known by me or ( ) has produced identification (type of I.D.) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal/Stamp)

Notary's Signature \_\_\_\_\_

Notary's Printed Name \_\_\_\_\_

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