

COLUMBIA COUNTY BUILDING DEPARTMENT

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

Phone: 386-758-1008 Fax: 386-758-2160

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.

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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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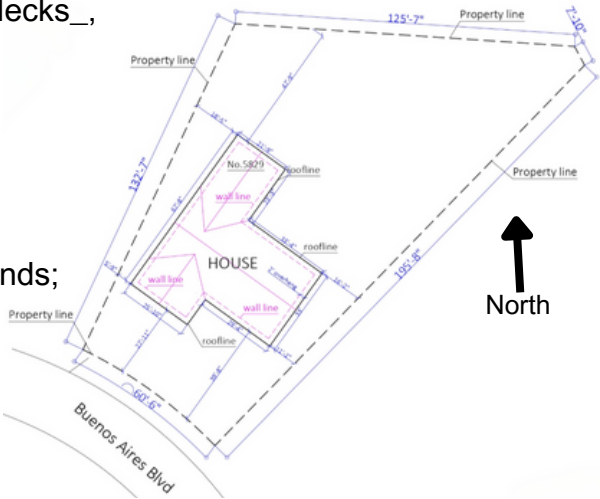
PROPOSED SITE PLAN



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 #: _____

Town of Fort White – Sign Regulations Summary

(For inclusion with Sign Permit Applications –

See Land Development Code Article 7 for full requirements)

Town of Fort White

118 SW Wilson Springs Road

Fort White, Florida 32038

Phone: 386-497-2321

www.fortwhitefl.com

1. Permit Requirement

- A permit must be obtained before installing, constructing, or altering any sign, unless specifically exempt.
- Permits are issued when the application is complete, fees are paid, and the proposed sign complies with the code.
- Applications are acted on within **10 business days**.
- Permits may be revoked if obtained through fraud/misrepresentation.

2. Exempt Signs (No Permit Required)

The following do not require a permit, but must meet all other applicable rules:

- Signs not visible from any street or adjoining property.
- Governmental/regulatory signs.
- Decorative flags or bunting authorized for community celebrations.
- Legal notices, official instruments, and works of art without advertising.
- Hand-carried signs.
- Very small signs (≤ 2 sq. ft., or with letters/logos ≤ 2 in. tall).
- Signs on vending machines, gas pumps, buses, taxis, or vehicles (within limits).

3. Prohibited Signs

The following signs are not allowed:

- Any sign violating building/electrical codes.
- Outdoor advertising/billboards.
- Moving, rotating, flashing, blinking, or mechanically animated signs.
- Projected images, sound/odor/smoke-emitting signs, or use of live animals.
- Signs that obstruct fire exits, windows, or traffic visibility.
- Signs resembling traffic signals or using confusing red/green lights.
- Signs on curbs, streets, benches, shelters, or public property (unless authorized).
- Vehicle signs over 10 sq. ft. that are parked for extended periods primarily for advertising.
- Signs displaying content “harmful to minors.”

4. Temporary Signs

- Allowed throughout the Town, but may not be electric signs.
- Types: ground signs, building signs, banners, pennants, portable signs, balloons, and event signs.
- May advertise property for sale/lease, construction in progress, new business openings, or community events.
- Time limits apply (e.g., 60 days for new business, 14 days for grand opening, 5 days after special events, 30 days post-election for political signs).
- **Size limits:**
 - Single-family/two-family: up to 2 signs, max 6 ft tall, 10 sq. ft. total.
 - 3–4 family residences: up to 4 signs, 16 sq. ft. total.
 - Other parcels: 2 signs plus extras for frontage, max 48 sq. ft. per sign, 10 ft tall.

5. Permanent Accessory Signs

- May be ground or building signs (not roof signs).
- Content may not be harmful to minors.
- **Ground signs:**
 - Max height: 12 ft.
 - Number and area allowed depend on lot frontage (24–96 sq. ft. total).
- **Building signs:**
 - Single occupancy: max 10% of exterior wall area or 100 sq. ft.
 - Multi-occupancy: tenants may each have wall signs within 10% of their unit façade (max 100 sq. ft.).
 - No sign above the roofline, cornice, or parapet.
- **Directional signs:** up to 4 sq. ft., not counted against limits.
- **Residential entrances:** 1 sign per entrance, up to 32 sq. ft., may be illuminated with steady light only.
- **Flags:** Up to 3 flags per parcel (governmental, religious, organizational).

6. Measurement Standards

- **Sign area:** Measured by the smallest enclosing shape. Back-to-back signs (≤ 3 ft apart) count as one.
- **Height:** Measured from ground to top of sign structure.
- **Spacing:** Determined along street frontage.

7. Design, Construction, and Location Standards

- All signs must comply with building and electrical codes.
- **Illumination:**
 - Must not confuse with traffic signals.
 - Floodlights/spotlights allowed if light does not spill onto adjacent property or streets.
 - Lighting may not project > 18 inches into public space.
- **Placement:**
 - No supports in the public right-of-way without authorization.
 - No projection over public right-of-way.
 - Must not block fire escapes, exits, or standpipes.
- **Clearance:**
 - At least 9 ft above sidewalks.
 - At least 13 ft above driveways/vehicular ways.
- **Building features:** Signs may not extend beyond edges of the surface or disrupt major architectural features.
- **Window coverage:** Signs may not cover more than 25% of any window area.
- **Engineering certification required for:**
 - Building signs projecting > 24 sq. ft.
 - Ground signs taller than 4 ft or larger than 24 sq. ft.

👉 This summary is provided for convenience. Applicants are responsible for full compliance with **Article 7 of the Land Development Code**.

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. 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

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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 _____

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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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