

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.

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

Published 10/2025



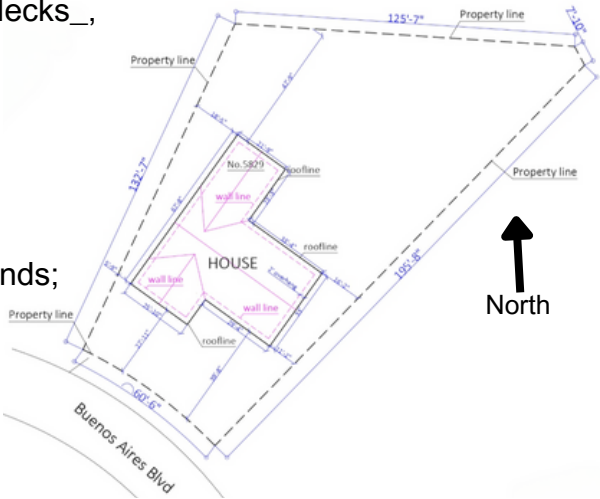
PROPOSED SITE PLAN



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

Published 10/2025

OWNER BUILDER DISCLOSURE STATEMENT

(Initial each section and sign)

Columbia County, Florida
Building Department
135 NE Hernando Avenue
Lake City, Florida 32055
Phone: 386-758-1008

Florida Statutes Chapter 489.103:

www.columbiacountyfla.com

_____ 1. I understand that state law requires construction to be done by a **licensed contractor** and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

_____ 2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a **licensed contractor** to assume responsibility.

_____ 3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from **potential financial risk** by hiring a **licensed contractor** and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

_____ 4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence **must be for my own use or occupancy**. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

_____ 5. I understand that, as the owner-builder, I must provide **direct, onsite supervision** of the construction.

_____ 6. I understand that I **may not hire an unlicensed person** to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the **licenses required by law** and by county or municipal ordinance.

_____ 7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, **may be held liable** and subjected to **serious financial risk** for any injuries sustained by an unlicensed person on his or her employees while working on my property. My **homeowner's insurance may not provide coverage** for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

_____ 8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I **must comply with laws requiring the withholding of federal income tax and social security contributions** under the Federal Insurance Contributions Act (FICA) and **must provide workers' compensation** for the employee. I understand that my **failure to follow these laws may subject me to serious financial risk**.

_____ 9. I agree that, as the party legally and financially responsible for this proceed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employees. I also understand that the construction **must comply with all applicable laws, ordinances, building codes, and zoning regulations**.

_____ 10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may **contact the Florida Construction Industry Licensing Board** at 850-487-1395 or <http://www.myfloridalicense.com/> for more information about licensed contractors.

_____ 11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that **I am the party legally and financially responsible** for the proposed construction activity at the following address:

(Address of jobsite property)

_____ 12. I agree to **notify Columbia County Building Department** immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure. **Licensed contractors are regulated** by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be **unable to assist you with any financial loss** that you sustain as a result of complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held **liable for damages**. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for **verifying whether the contractor is properly licensed** and the status of the contractor's workers' compensation coverage.

Florida Statutes Chapter 489.103:

_____ 13. State law requires electrical contracting to be done by **licensed electrical contractors**. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It **may not be built for sale or lease**, unless you are completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You **may not hire an unlicensed person** as your electrical contractor. Your construction shall be done according to **building codes and zoning regulations**. It is your responsibility to make sure that people employes by you have **licenses required by state law** and by county or municipal licensing ordinances.

_____ 14. An owner of property completing the requirements of a building permit, where the contractor listed on the permit **substantially completed the project** as determined by the local permitting agency, for a one-family or two-family residence, townhome, accessory structure of a one-family or two-family residence or townhome or individual residential condominium unit or cooperative unit. Prior to the owner qualifying for the exemption, the owner must receive approval from the local permitting agency, and the local permitting agency must determine that the contractor substantially completed the project. An owner who qualifies for the exemption under this paragraph is **not required to occupy** the dwelling or unit for at least 1 year after the completion of the project.

Before a building permit shall be issued, this notarized disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit.

TYPE OF CONSTRUCTION

____ *Single Family Dwelling* ____ *Two-Family Residence/Duplex*

____ *Addition / Alteration / Modification* ____ *Electrical*

____ *Contractor substantially complete project of a* _____

____ *Commercial -*

Cost of Construction _____ *for construction of* _____

I _____, have been advised of the above disclosure statement for exemption from contractor licensing as an owner/builder. I agree to comply with all requirements provided for in Florida Statutes allowing this exception for the construction permitted by Columbia County Building Department.

Owner's Signature: _____ Date: _____

NOTARY OF OWNER BUILDER SIGNATURE

STATE OF _____

COUNTY _____

The foregoing instrument acknowledged before me by means of () physical presence or () online notarization, this ____ day _____ of 20____, by _____, who is () personally known to me or () has provided the following identification: _____

(Seal)

Notary Public Signature

Notary Printed Name