



## 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

<b>For Office Use Only</b>	Application # _____	Date Received _____	By _____	Permit # _____
Zoning Official _____	Date _____	Flood Zone _____	Land Use _____	Zoning _____
FEMA Map # _____	Elevation _____	MFE _____	River _____	Plans Examiner _____
Date _____				
Comments _____				
<input type="checkbox"/> NOC <input type="checkbox"/> Deed or PA <input type="checkbox"/> Site Plan <input type="checkbox"/> Letter of Auth. from Contractor <input type="checkbox"/> F W Comp. letter <input type="checkbox"/> Corporate Documents <input type="checkbox"/> App Fee Paid <input type="checkbox"/> Sub VF Form				
Notes: _____				

Fax \_\_\_\_\_

Applicant (Who will sign/pickup the permit) MICHAEL EVERETT / T HALTOM Phone 832-865-4662

Address 14170 US 441 LAKE CITY FL 32024

Owners Name SOUTHWEST GEORGIA OIL CO INC. Phone \_\_\_\_\_

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

Contractors Name TEXAS REPUBLIC SIGNS, LLC Phone 832-865-4662

Address 2211 PECH RDHOUSTON TX 77055

Contractors Email BRAD@TEXASREPUBLICSIGNS.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 9196.00 Estimated Cost of Construction \_\_\_\_\_

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

Driving Directions Get on I-75 S from SW Main Blvd and FL-47 S

Follow I-75 S to US-41 S/US-441 S/US Hwy 41 S. Take exit 414 from I-75 S

Continue on US-41 S/US-441 S/US Hwy 41 S to your destination.

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

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

Total Sign Height from the Ground 130'0" Ground Clearance 96'2" Replacing Existing Sign ☒ NO ☐ YES

Distance to Property Lines or Curbs - Front 363'4" Side 13'7" Side 427'3" Rear 46'11"

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.**

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### Columbia County Building Permit Application

**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 such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

**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.

Glennie C Bench  
Print Owners Name

Owners Signature

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

**\*\*If this is an Owner Builder Permit Application then, ONLY the owner can sign the building permit when it is 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.

Contractor's Signature

Contractor's License Number  
Columbia County  
Competency Card Number

ES12001632

002900

Affirmed under penalty of perjury to by the Contractor and subscribed before me this 20th day of MARCH 2023

Personally known ☒ or Produced Identification

State of Florida Notary Signature (For the Contractor)

Texas

