

Requirements to obtain a Sign Permit

Come to Administration Building, 477 Houston Street, Green Cove Springs, 3rd Floor, Zoning Counter.

1. Complete sign application (Zoning Form)
2. Signed recorded deed or Lease Agreement
3. Signed and notarized Building Permit Application by owner of the sign and sign contractor.
4. If property is leased, a **notarized** letter of consent from owner of property for the erection or maintenance of the sign. To include the address and /or legal description of the property.
5. Clear and legible site plan with description and nominal dimensions, showing location of the sign and all other existing signs.
6. Survey of property showing all easements for free standing ground sign.
7. For all signs with heights exceeding thirty (30) feet above average ground level, and engineering study specifying wind loads.
8. Two drawings (plans) of the sign including dimensions including square footage of the sign.

NO PERMITS ISSUED BY MAIL