

## **Sign Permit Application Process**

In order to assist the public, this is a tutorial of how a sign permit application is applied for and issued by Clay County.

### **First Step: Obtain Application**

To begin the process you will need to obtain a sign permit application from the Clay County Planning & Zoning Division at the following location:

477 Houston Street  
3<sup>rd</sup> Floor  
Green Cove springs, FL 32043

or

Download a .PDF of the application at the bottom of the page

### **Second Step: Filling Out the Application**

Filling out the application is generally pretty self explanatory but there are some requirements that may be confusing to fist time applicants.

You begin with applicant information that is basically name, address, telephone number and email of the owner or owners authorized representative.

Following the owner information will be information that you provide about the parcel of land the sign is being placed on and information about the sign itself. You will need to provide the following information in the application:

- Lot frontage on all subject rights-of-way.
- Zoning of the property.
- Height of the sign.
- Sign value.
- Type of sign i.e. freestanding, wall, canopy, etc.
- Setbacks for building and sign placement (provided by Planning & Zoning Division).
- State whether or not the sign will be illuminated.
- Size of the sign.
- Number of signs that exist on the parcel.
- Building frontage
- Parcel address and ID number

Once you have filled out the application the owner / agent and contractor will need to sign the application and you are ready to file it with the County Planning & Zoning Division.

### **Third Step: Filing the Application**

The application and supporting documents must be filed at the Planning & Zoning office at 477 Houston Street, 3<sup>rd</sup> Floor, Green Cove Springs, Florida. There are required documents that accompany the sign permit application. They are as follows:

- 2 copies of a sign plans prepared by a public sector professional including square footage of the surface area of the proposed sign.
- 2 copies of a site plan showing the building, sign location & driveways.
- An engineering report for structural analysis purposes prepared by a State of Florida registered and licensed engineer if required.
- Owners Affidavit. (County will provide format)

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