



## Sign Permit Application

Escambia County Building Inspections Division  
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Pensacola, Florida 32505  
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### **INTRODUCTION:**

Please provide the information listed below and attach the required documents in order to complete this application form:

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **SIGN LOCATION:**

Address of Sign Location: \_\_\_\_\_

Legal Description if **No** Street Address: \_\_\_\_\_

Is it an On-Premise Sign? \*\* \_\_\_\_\_

\*\* If **yes**, please complete the attached Supplemental Sheet for On-Premise Sign.

### **SIGN DIMENSIONS:**

Height (from ground to top of sign): \_\_\_\_\_

Height (from ground to bottom of sign): \_\_\_\_\_

Width of Sign: \_\_\_\_\_

Height of Sign: \_\_\_\_\_

Total Square Footage of Sign: \_\_\_\_\_

*(Include both sides if applicable)*

### **SETBACK REQUIREMENTS:**

Is a setback waiver required? \_\_\_\_\_

If **yes**, list the number of feet required below:

Street Name: \_\_\_\_\_ # of Ft. \_\_\_\_\_

Street Name: \_\_\_\_\_ # of Ft. \_\_\_\_\_

### **DESIGN REQUIREMENTS:**

Does the sign meet the required windload specifications for the Structural design requirements?

\_\_\_\_\_

What wind speed was used in the design calculations? \_\_\_\_\_ mph

**REQUIRED ATTACHMENTS:**

1. Supplemental sheet(s) for on-premise sign or off-premise sign as appropriate.
2. Sealed architectural or engineering drawings (to scale) and hand calculations of the sign to be constructed. The drawing plans should include all exterior and interior dimensions, and a cross section of structural support members showing all thickness measurements for the members. Must include foundation details and concrete strength in PSI. For signs 32 sq.ft. or less and/or less than 15' in total height above grade, an architect or engineer's seal will not be required.
3. Provide location of overhead power distribution lines and specify distance from leading edge of sign to said power lines. Clearance must meet distance specified in the National Electric Code. *If approved sign is subsequently found to be in violation of clearance requirements, sign will be relocated at the owner's expense.*
4. On-Premise Sign:  
A site plan (to scale) showing the sign location in relation to buildings on the property (both existing and proposed) with dimensions in feet from the sign to all buildings and right-of-ways. Also include designation and R-O-W widths of all adjacent roads and dimension(s) from property line to leading edge(s) of sign.
5. Off-Premise Sign:  
Site approval: A site plan showing sign location relative to any existing, off-premise signs and distance from any intersections. Also include designation (names) and R-O-W widths of all adjacent roads and dimension(s) from property line to leading edge(s) of sign. (See attached supplemental sheet.) Proposed site shall be marked by a 2' X 2' sign mounted 3' above grade prior to submittal of site approval request.
6. Permit:  
A permit will only be issued upon first acquiring site approval and presenting the necessary design data. Written permission or control of the site, and where applicable, a "Right of Way" approval from FDOT, Form 575-070-04.

**I HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM AND THE ATTACHMENTS HERETO ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT THEY ARE IN COMPLIANCE WITH THE CURRENT EDITION OF THE FLORIDA BUILDING CODE.**

\_\_\_\_\_ Applicant's Signature

\_\_\_\_\_ Date

**NOTARY SECTION**

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_                      day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_, who is  
personally known to me or who has produced as  
identification.

(Notary Seal)

\_\_\_\_\_ Notary Public

\_\_\_\_\_ Printed Name of Notary Public

## SUPPLEMENTAL SHEET FOR ON-PREMISE SIGN

In order to expedite the review and approval process, minimum standards for a sign that is less than 30' high (top of sign) have been developed based on the size, height, various types of support and concrete caisson foundations for a sign. However, the use of concrete caisson footings is not mandatory. If the design does not use wood, pipe or structural steel supports and a concrete caisson foundation, then the design must be accompanied by engineering calculations and the affidavit below must be signed and notarized.

Please provide the following information in addition to the scaled site plan and detailed drawing of the sign:

1. **Supports:**

Number: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Size: Wood \_\_\_\_\_ X \_\_\_\_\_

Pipe Diameter \_\_\_\_\_ Wall Thickness \_\_\_\_\_

Steel Beam Dimensions \_\_\_\_\_ Weight per Foot \_\_\_\_\_

Other Specify dimensions and thickness \_\_\_\_\_

Depth of set below grade: \_\_\_\_\_

2. **Foundation (Concrete):**

a. Caisson Type (minimum depth 30% overall height or not less than 3' - 6').

Concrete Cover: (up to 8" support) Required \_\_\_\_\_ (9" minimum)

Provided \_\_\_\_\_

(over 8") Required \_\_\_\_\_ (12" minimum)

Provided \_\_\_\_\_

b. Other Types (rectangular or square):

Length \_\_\_\_\_ (parallel to face of sign)

Width \_\_\_\_\_ (perpendicular to face of sign)

Height \_\_\_\_\_ (depth of set below grade)

**I, \_\_\_\_\_ AFFIRM THAT THIS STRUCTURE IS DESIGNED TO MEET OR EXCEED ALL REQUIRED AND APPLICABLE CODES, REGULATIONS, AND WINDLOADS, AS SPECIFIED BY ESCAMBIA COUNTY.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

SUPPLEMENTAL SHEET FOR OFF-PREMISE SIGN

**\*\*\* Site Plan Diagram \*\*\***

I certify that the proposed sign located at \_\_\_\_\_

*Site address*

and as shown above meets all the requirements of Escambia County Ordinance 96-3, Article 8, F.S. 479, Outdoor Advertising; 479.11, 479.111 and 479.12 for spacing criteria. If a sign located at this site is subsequently found to be in violation of the said spacing criteria, then the sign will be removed at my own expense.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name