



## TOWN OF ORANGE PARK SIGN PERMIT APPLICATION

Application must be typed or printed legibly in ink. Complete all relevant fields.

<b>OFFICIAL USE ONLY</b>	ZONING _____ DATE ISSUED ____/____/____ PERMIT # _____ ZONING NOTES _____ FINAL APPROVAL _____		
<b>PROJECT IDENTIFICATION AND SIGN LOCATION</b>		<b>PROPERTY OWNERSHIP DETAILS</b>	
PROJECT CONTACT _____ PROJECT CONTACT PHONE(____) _____ <b>SIGN LOCATION INFORMATION</b> ADDRESS _____ PARCEL # _____		TYPE: INDIVIDUAL <input type="checkbox"/> GOVERNMENT AGENCY <input type="checkbox"/> BUSINESS <input type="checkbox"/> NAME _____ MAILING ADDRESS _____ _____ OWNER CONTACT PHONE (____) _____ OWNER E-MAIL ADDRESS _____	
<b>LICENSED CONTRACTOR</b>		<b>FLORIDA DESIGN PROFESSIONAL</b>	
COMPANY NAME		COMPANY NAME	
NAME (QUALIFYING AGENT)		LICENSE NAME	
STATE CERTIFICATION OR REGISTRATION NUMBER		LICENSE NUMBER	
ADDRESS		ADDRESS	
PHONE		PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
<b>SETBACKS AND DIMENSIONS</b>			
<p>Application is hereby made to obtain a permit to do the 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 will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRIC WORK if the sign is illuminated or requires electrical service.</p> <p><b>SIGN AFFIDAVIT-</b> 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.  <b>WARNING TO OWNER – YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENT TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.</b></p>			
<b>CONTRACTOR AFFIRMATION (Qualifier Only)</b>		<b>OWNER or AGENT</b> (If Agent, Power of Attorney or Agency Letter Required)	
Signed: _____ Date: ____/____/____ Before me this _____ day of _____ 20____ In the County of Clay, State of Florida, has personally appeared _____  Herein by himself/herself and affirms all statements and declarations herein are true and accurate.  Notary Public at Large State of Florida, County of Clay Personally known <input type="checkbox"/> or Produced Identification <input type="checkbox"/>		Signed: _____ Date: ____/____/____ Before me this _____ day of _____ 20____ In the County of Clay, State of Florida, has personally appeared _____  Herein by himself/herself and affirms all statements and declarations herein are true and accurate.  Notary Public at Large State of Florida, County of Clay Personally known <input type="checkbox"/> or Produced Identification <input type="checkbox"/>	
<b>SIGN TYPE</b>	<b>NATURE OF WORK</b>	<b>JOB COST/AREA/HEIGHT/</b>	<b>ILLUMINATION</b>
<input type="checkbox"/> Banner <input type="checkbox"/> Wall <input type="checkbox"/> Canopy <input type="checkbox"/> Projecting <input type="checkbox"/> Ground <input type="checkbox"/> Ground <input type="checkbox"/> Monument <input type="checkbox"/> Awning <input type="checkbox"/> Under-Canopy <input type="checkbox"/> Incidental/Directing <input type="checkbox"/> Other: Specify _____	<input type="checkbox"/> New Structure <input type="checkbox"/> Replace Existing Sign <input type="checkbox"/> Temporary <input type="checkbox"/> Other	Estimated Construction Costs \$ _____ Sign Size (Total area in square feet) _____ Height (from top of sign to grade in feet) _____ Digital Sign message display time (in seconds) _____ Name of business being advertised _____ _____	<input type="checkbox"/> Direct (Internal) <input type="checkbox"/> Indirect (External) <input type="checkbox"/> To remain unconnected <input type="checkbox"/> None NOTE: Illuminated signs shall have luminance no greater than 300 foot candles.

**OFFICIAL USE ONLY**

**INFORMATION REQUIRED FOR PERMIT**

1.  Two sets of complete plans with specifications, calculations and details.
2.  Two copies of Boundary/Survey (to scale) of property showing sign location, building and lot frontages, sign setbacks from all property lines and rights-of-way.
3.  Sign dimensions, elevation and message
4.  Sign illumination, specifying illumination type, place, intensity and hours of illumination.
5.  Landscape plan (if applicable)
6.  Notice of Commencement (if applicable)
7.  Proof of General Liability Insurance
8.  Copy of State of Florida Contractor's License
9.  Deed or other proof of property ownership
10.  PDF of Plans

**PERMIT FEES**

Sign \$ \_\_\_\_\_

Plans Review \$ \_\_\_\_\_

**TOTAL FEES** \$ \_\_\_\_\_

**REQUIRED INSPECTIONS:**

Footing

Electrical

Final

**ALL INSPECTIONS MUST BE CALLED FOR 24 HOURS IN ADVANCE TO (904) 264-2635 OR LOG ONTO  
[WWW.TOWNOFORANGEPARK.COM/INSPECTIONS](http://WWW.TOWNOFORANGEPARK.COM/INSPECTIONS)**