

APPLICATION FOR OFF-PREMISE SIGN PERMIT

Bay County Development Services Department
Planning and Zoning Division
634 Mulberry Avenue
Panama City, Florida 32401
(850) 784-4024 FAX (850) 914-6400

- Must have Commercial or Industrial land use designation and a FDOT Permit.

A) Applicant/ Ownership Information

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Telephone: _____

Sign Contractor's Name: _____

Sign Contractor's Address: _____

Sign Contractor's Telephone: _____

B) Parcel Information

Street Address Where Sign Is To Be Located: _____

Current Use Of Property: _____

Land Use Designation of Property: _____

C) Adjacent Signage Information

Street Address/ Location Of Nearest Off-Premise Sign:

Distance (in feet) to Nearest Off-Premise Sign: _____

Street Address/ Location Of Nearest Off-Premise Sign:

Distance (in feet) to Nearest Off-Premise Sign: _____

D) Proposed Sign Data

Dimensions of Sign Face Area (in square feet): _____

Overall Sign Height (from top to sign face to ground): _____

Sign Face Clearance (from bottom of sign to ground): _____

Distance from Proposed Sign Location to Property Lines:

Front(right-of-way): _____

Side: _____

Side: _____

DO NOT WRITE BELOW THIS LINE

Application Approved for Transmittal to Building Division: _____

(Affix Planning Division Stamp & Date)

Application Denied for Transmittal to Building Division: _____

(Affix Planning Division Stamp & Date)

GENERAL APPLICATION SUBMITTAL REQUIREMENTS

- **ALL APPLICATIONS FOR OFF-PREMISE SIGNS MUST INCLUDE THE FOLLOWING SUBMITTAL INFORMATION:**
 1. **PERMIT FEE:** A permit fee of \$150.00 is required for all sign permits. Fees shall be paid in the form of a check made payable to: Bay County Planning Division, 634 Mulberry Avenue, Panama City, FL. 32401.
 2. **MAP:** A general vicinity or location map drawn to scale showing the site location.
 3. **PHOTOGRAPHS:** Photographs of the two nearest off-premise signs referenced in Section "C" of the permit application.
 4. **COPY OF DEED:** A copy of the deed(with a full legal description) of the property on which the proposed sign will be located.
 5. **COPY OF LEASE/ LETTER OF AUTHORIZATION:** If the property on which the sign is to be located is NOT owned by the applicant, a copy of the lease between the property owner and the applicant OR a notarized letter of authorization from the property owner must be provided.
 6. **SITE PLAN:** A site plan drawn to scale of no greater than 1"=40' must be provided which shows the following information (see attached sample drawing):
 - a) Dimensions of the property on which the sign is located
 - b) Location of proposed sign including the distance from the side property lines and front property lines to the proposed sign.
 - c) Location of any building structures on the site.
 - d) North arrow indication.
 - e) Location of and distance to the nearest off-premise signs. The distance and location shall be measured

travelling in both directions on the same side of the same street as the proposed sign.

7. STRUCTURAL DRAWINGS: A scale structural drawing of the sign must be provided(see attached sample drawing) which includes a cross-section drawing of the sign and details of all connections, guy lines, supports, footings, and materials to be used. THESE DRAWINGS MUST BE SEALED BY AN ENGINEER LICENSED TO PRACTICE IN THE STATE OF FLORIDA.

BAY COUNTY OFF-PREMISE SIGN APPLICATION

DO NOT WRITE IN THIS AREA- FOR OFFICIAL USE ONLY

Date Application Deemed Incomplete (if applicable): _____

Date Application Deemed Complete: _____

Date Application Reviewed: _____

Application Reviewed By: _____

	Permissible	Proposed
Total area allowed	_____	_____
Minimum distance from property lines (front, sides)	_____	_____
Distance to nearest off-premise sign	_____	_____
Overall sign height	_____	_____

Comments: _____

Application Approved: _____

Application Denied: _____