

SECTION 31.0 SIGN PERMITS

Section 31.01 Introduction

In accordance with Article VII of the St. Johns County Land Development Code, sign permits are required for any new signs requiring a permit under the Florida Building Code.

Signs within Special Overlay Districts, as established by Article III of the Land Development Code, have additional submittal requirements, review and approval prior to issuance of a Building Permit. Please refer to Section 8.0 of the Development Review Manual for procedures and required forms.

A completed sign application may be submitted between the hours of 7:30 AM and 4:30 PM Monday – Friday, excluding holidays, to the following address:

Address: Planning & Zoning Division
Growth Management Department
4040 Lewis Speedway
St. Augustine, FL 32084

Planning and Zoning Division: Phone: 904-209-0675
Fax: 904-209-0576
Email: plandept@sjcfl.us

Building Services Division: Phone: 904-827-6800

Fees: [Building Permit Clearance Sheet](#) Due at Building Permit Approval

Section 31.02 Application Process

The following is minimum information required for a sign permit application review for on-premises, special use, billboard, special event or development signs. Applications for review of Billboards must also include applicant's Swap-down nominations or sufficiently banked credits. Building Permits will only be issued to applicants that are licensed as sign contractors or property owners acting as their own contractor as provided by Florida law.

- A. The following items must be included with a sign permit application:
1. A completed Sign Permit Application
 - a. Proposed lighting when signs are illuminated. If internally illuminated, a National Recognized Testing Lab Number must be provided for each fixture.
 - b. Type of proposed signs (i.e. pole, monument, wall, awning, window identification, canopy, under canopy).
 - c. Signs involving Federally registered trademarks or service marks must provide copies of registration.
 2. Site Plan, two (2) copies showing the following:

- a. A legend showing all existing, modified, repaired, and/or proposed signs and coordinated to the drawing.
 - b. All setbacks indicating existing and proposed ground signs at approved locations outside of any right-of-way.
 - c. Depict any sight triangles, easements, and/or above-below ground utility line location.
 - d. Show linear store frontage for wall sign applications and length of road frontage for ground or monument signs.
 - e. Location of signs to existing building, streets, and other existing signage showing dimensions from all property lines, etc., and location of signs if within 500 feet or one-half (1/2) mile of the interstate system.
 - f. Square footage of all proposed signs and number/square footage of existing signs.
3. Documentation as to the method of design either through the American Society Civil Engineering Manual or Florida Building Code. Please be aware these plans may require signature and seal of a State of Florida Registered Design Professional. If needed, please contact Building Services Division for additional clarification.
 - a. All proposed electrical work including fixtures and disconnect switch.
 - b. All structural details including foundation cross-section and attachment details.
 - c. The height of all existing and proposed ground signs from grade to highest point of the sign.
 - d. Message that will appear on the sign (to determine if on or off premise).
 - e. Elevation of wall sign depicting the location of the sign in relation to any other store or office front.
 4. Two (2) copies of supporting structural calculations for all gravity and wind loads signed and sealed by a Florida Registered Design Professional.
 5. Clearance Sheet fee. Please be aware that Building Services Division fees will be paid separate and at a later date in the process.
 6. Billboard applications will be reviewed to determine sufficient Swap-down credits. Permits for new billboards may not be issued until sufficient credits are determined or until the Swap-down billboard is removed. Point rating shall be transmitted to the applicant by the County within three (3) days.
- B. Billboard Credits – the following information is required to nominate a Billboard Swap-down :
1. Type of Support, i.e. wood, steel, monopole
 2. Height to Top Edge of Billboard
 3. Size of Advertising Face

4. Location, i.e. Urban, Rural, Suburban
5. Location within a Scenic Vista or Scenic Highway
6. Roadway Classification
7. Zoning Classification
8. Lighting, if any
9. Proximity of Buildings
10. State Identification tag number

Section 31.03 Review Process

As provided by the Land Development Code an application for sign permit shall be approved or denied in writing within 10 days of submittal of a fully **completed application**. In the case of signs located in the Overlay districts, the sign shall be approved or denied in writing within 30 days of submittal of a fully completed application.

A. Completeness Review

During Planning and Zoning Division and/or Building Services Division review, if the application is determined incomplete for the purposes of the Land Development Code or Florida Building Code, the applicant will be notified by the appropriate Division.

B. Compliance Review

1. If application is not in compliance with the Land Development Code, Overlay District regulations, and/or Planned Unit Development regulations the Planning and Zoning Division will notify the applicant.
2. If the application is not in compliance with the Florida Building Code, the Building Services Division will notify the applicant.

Section 31.04 Approval Process

Upon a satisfactory review of the information provided by the applicant and payment of fees, a building permit to construct the approved signage will be issued by the Building Services Division.

- A. Before a Certification of Completion is obtained, a release from other departments may be necessary as noted on the project Clearance Sheet.
- B. Other specific requirements may be required by Florida Statutes including requirements of Chapter 479, Outdoor Advertising.



Billboard Survey Form for Swapdown Credits

Date Initials of Surveyor Zoning
 Location of Board

State Reg. # Owners Name

<u>ITEM</u>	<u>POINTS</u>	<u>ASSESSMENT</u>	<u>COMMENT</u>
<u>Structural Support:</u>			
(a) Wooden Poles	1	_____	_____
(b) Metal Framework	2	_____	_____
(c) Monopoles	6	_____	_____
<u>Height to Top of Face:</u>			
(a) Up to 20 ft. high	1	_____	_____
(b) Over 20 ft. high	2	_____	_____
(c) Over 25 ft. high	3	_____	_____
(d) Over 30 ft. high	4	_____	_____
(e) Over 35 ft. high	5	_____	_____
<u>Advertising Display Area:</u>			
(a) Up to 200 sq. ft.	1	_____	_____
(b) Over 200 to 400 sq. ft.	2	_____	_____
(c) Over 400 sq. ft.	3	_____	_____
<u>Light for Night Visibility:</u>			
(a) Not lighted	0	_____	_____
(b) Lighted from top only	2	_____	_____
(c) Ground or Bottom lighted	3	_____	_____
<u>Placement of Billboard:</u>			
(a) Any part above a building	4	_____	_____
(b) Scenic Vista or Scenic Highway	8	_____	_____
<u>Site Location Proximity:</u>			
(a) In rural Area	1	_____	_____
(b) In Suburban Area	2	_____	_____
(c) In Urban Developed Area	3	_____	_____
Total Raw Points		_____	
<u>Adjustment Factors:</u>			
(a) Compliant Faces	1.0 x Raw Points =	_____	_____
(b) Exceeding 35' hgt. or 378 sq. ft. face	.75 x Raw Points =	_____	_____
(c) Non-compliant zoning	.62 x Raw Points =	_____	_____
Total Swapdown Points		_____	



Application for Sign Permit

St. Johns County Permitting Center
 4040 Lewis Speedway
 St. Augustine, FL 32084

For Building: (904) 827-6800; Fax: (904) 827-6849; E-mail: bldcodes@sjcfl.us
 For Planning: (904) 209-0675; Fax: (904) 209-0576; E-mail: plandept@sjcfl.us

Note: A separate clearance sheet is required for each ground sign

Date Contractor's License Number Overlay District

Please Print Valuation of Proposed Signage \$ (Labor and Materials) Property ID Number

Property Owner(s) Phone

Address Fax

City State Zip Code Phone

Are there any owners not listed No Yes If yes please list on separate sheet to be included with your application

Applicant Phone

Address Fax

City State Zip Code E-mail

Job Address

Name of Business

Please list below any applications currently under review or recently approved which may assist in the review of this application

Type of Proposed Signage (including existing and proposed)

Sign	Existing	New	Maintenance	Type	Height	Width	Sq. Ft.	Internally Illuminated	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No

Size of Canopy Signs (if applicable) _____ Feet; _____ Inches; (Height) _____ Feet; _____ Inches; (Width)

Describe Type and Color of External Lighting

Provide National Recognized Testing Lab (NRTL) Number: _____

Owner's Affidavit: I certify that all forgone information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Warning to Owner: Your failure to record a "Notice of Commencement" may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your "Notice of commencement".

Owner's Signature

Print Company's Name

By Owner's Agent (if any) (including Contractor)

Owner's Signature

Contractor's Signature License Number

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ as _____ for _____.

Notary Public, State of Florida
Name: _____
My Commission Expires: _____
My Commission Number is: _____

Personally Known ____ OR Produced Identification ____
Type of Identification Produced _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ as _____ for _____.

Notary Public, State of Florida
Name: _____
My Commission Expires: _____
My Commission Number is: _____

Personally Known ____ OR Produced Identification ____
Type of Identification Produced _____

Official Use Only

Once the application is signed off by the Planning & Zoning Division it will be forwarded to the Building Services Division

Planning & Zoning Division

	<u>Signed</u>	<u>Date</u>
Incomplete Application		
Complete Application		
Zoning & Comp. Plan		
Approved / Disapproved		

Building Services Division

	<u>Signed</u>	<u>Date</u>
Incomplete Plans and Drawings		
Complete Plans and Drawings		
Approved		

FINAL APPROVAL: _____
Signature, Authorized County Official

Notice: Should the provisions of St. Johns County Ordinance No. 99-51, as amended, relating to the regulations of signage or sign permitting be found unconstitutional by a court of competent jurisdiction, this St. Johns county Sign Permit Application shall immediately revert to and become a BUILDING PERMIT under the State Minimum Building Codes, Chapter 553, Florida Statutes, as amended, and as duly adopted by St. Johns County through Ordinance enactment.



St. Johns County Development Review Special Event Signage Form

This Form is used for all Signage Registration

Date

Property Owner(s) Phone Number
 Address Fax Number
 City State Zip Code email

Are there any owners not listed? No Yes If yes please provide information on separate sheet.

Applicant Phone Number
 Address Fax Number
 City State Zip Code email

Location of Special Signage

Name of Business/Agency/Individual or Type of Event

Display Duration: Beginning Date Ending Date

Banners: Number Height Width
(3 max.) 120 sq. ft. Maximum, each

Flags: Number Pole Height Flag Size
(3 max.) Maximum Varies 20% of Pole Height

Note: Flags must be flown on a pole.

Anchored Balloons: Number Top Height of
(3 max.) 30' Maximum

On Premise

Anchored Balloon: A Balloon that may have various shapes, forms and sizes, that when inflated through any means, remains secured to and in contact with the ground at all times. A tethered Balloon is not an Anchored Balloon.

Reminder:

- (1) All Special Events Signage must be registered on the property parcel where the event will occur. **No Signage permitted on adjacent road right of way.**
- (2) All Special Events Signage must be registered with St. Johns County before the Start and must be removed at the end of the last Display day indicated above.

Sign Size(s)

Sign Location(s)

Agricultural Fair Signage, Community festival, public community events Signage and similar Signage, limited to thirty-two (32) square feet. The number and approximate location of such Signs shall be registered with the County, prior to Erection. Such Signage shall only be erected on private or County owned property, not to include Rights-of-Way, with the property Owners permission and shall be removed immediately after the event is over. When such Signs are registered with the County, the event's contact person name, address and telephone number shall be provided. Such Signs may be erected thirty (30) days prior to the event and shall be removed with fifteen (15) days thereafter.

Reminder:

1. No Signage permitted to be placed within State or County Rights-of Way
2. All applications require Letter from Property Owner if other than the applicant, authorizing the Placement of Sign(s)
3. All Events Signage must be registered with St. Johns County before the start and such signs may be erected thirty (30) days prior to the event and shall be removed within fifteen (15) days thereafter

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signed By _____

Printed or typed name(s)

Approved by _____

_____ Title

_____ Date

Note: For On Premise or Signage not associated with a Temporary Use this form shall be submitted directly to St. Johns County Code Enforcement, Fax number (904) 209-0608 or E-mail to codenf@sjcfl.us.

For Off Premise Signage this form shall be submitted to the Planning & Zoning Section, Fax number (904) 209-0576 or E-mail to plandept@sjcfl.us.