

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.