

Business Reference: _____ Address: _____

Permit #: _____



Application for
COMMERCIAL SIGNAGE
for Planning & Zoning and Building Department Review

416 Howard Street E, Live Oak, FL 32064
Phone: (386) 362-2009 | Fax: (386) 330-6507

APPLICATION WILL NOT BE ACCEPTED UNLESS THE FOLLOWING INFORMATION IS PROVIDED

*** All criteria must be met without exception. For temporary/portable signage, please contact the City Planning Department for allowances.***

There may be additional criteria or requirements not listed on this application. Please contact the City Planning Department if a pre-application review is needed or for more information. Signage is first reviewed by the City Planning Department for Zoning compliance, and then the Building Official for Building Code Compliance and permit issuance as may be required. Please see Planning Staff for allowable signage standards for your location.

For all sign applications:

Copy of State Sign Contractor Registration/Licensure.

Certificates of contractor's liability coverage and workers compensation coverage*

**State Exemption certificate required if working alone. All submitted COIs must name City of Live Oak as certificate holder.*

Valuation of contract for all materials and installation.

Application Signed by Contractor, Property Owner or Tenant Lessee. Applications which will result in the issuance of a Building Permit must be signed by the qualifier of the Contractor or, if signed by a signee, must have notarized letter of authorization to sign for permit.

For all lighted sign applications:

An electrical permit is required for every lighted sign. The electrical contractor must complete a separate Commercial Building Permit Application for electrical connection.

Every lighted sign must have an external disconnect that is attached to or within sight of the sign. This must be included as part of any drawings submitted as a part of this application.

For freestanding sign applications:

Required zoning fee of **\$100.00**. Any freestanding sign commenced prior to review and written approval from City Departments will result in a **\$200.00** fee. **Review fees are due at time of application.** *Please note: any permit fees shall be in addition to the zoning review fee.*

Two (2) copies of sealed engineered plans with size, specifications, foundation/footer design, wind load data, mounting side-detail data and cabinet attachment detail data. Required wind load data is 120 mph, 3-second gust, per the Florida Building Code, as amended.*

**Alumacore/ Corrugated panels up to 32 s.f. and no more than 6 ft. in height do not require engineer seal*

One (1) site plan showing the total property including any driveways and property lines, the location of the proposed sign including setbacks from all property lines, right-of-ways, driveways and existing structures, as well as any existing signs located on the property.

Construction/elevation drawings showing the overall size of sign including total/individual length/height and message/copy, dimensions of support columns, cabinet size and dimensions.

For wall sign applications:

Required zoning fee of **\$50.00**. Any freestanding sign commenced prior to review and written approval from City Departments will result in a **\$100.00**. **Review fees are due at time of application.** *Please note: any permit fees shall be in addition to the zoning review fee.*

Construction drawings which show include location on wall/structure showing height of sign, overall height of structure, length of wall that sign is to be attached to, and distance from wall to the closest public right-of-way.

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(Please proceed to page 2)

Date Stamp:

Received By:

THESE SECTIONS TO BE COMPLETED BY APPLICANT

Property/Job Location

Address: _____ City: **Live Oak** State: **FL** Zip: **32064**

Parcel ID #: _____

Property Type: Single Use Multi-Tenant/Commercial Center

General Signage Information

Type of signage proposed: Freestanding Face change/panel replacement on existing freestanding sign
(Check all that apply) Wall Non-electrical
 Window New electrical / Connecting to existing electrical
 Other: _____

Are there any existing signs at the subject property? Yes No

If **yes**, please list all signs (for multi-tenant/commercial center locations, list only those relevant to the tenant space the proposed signage is being applied for):

Are any of these signs proposed to be removed? Yes No

If **yes**, please identify the signs proposed to be removed:

Applicant Information

Applicant is the property: owner (on deed) tenant/contractor*

**If applicant is not the property owner of record, a notarized authorization form signed by the property owner must be included as a part of this application.*

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Business Information

Business Type: Existing New*

**If proposed signage is for a new business, the business owner or authorized representative must complete a Certificate of Use Application prior to the submission of the application. No new business may open for operations without signed approvals from a Certificate of Use Inspection and issuance of a Certificate of Use. Please see City Hall Annex Staff for additional information.*

Business Name: _____ Point of Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contractor/Hired Company

Please check this box if applicant is doing installation work by self.

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Contractor License #: _____

Contractors must also provide a copy of state licensure and certificates of liability and workers' comp insurances (or workers' comp exemption) as a part of this application.

PROPOSED SIGNAGE

The following application is comprised of several sections, as listed below. Please complete only the section(s) which apply to the sign type(s) review and approval is being sought for. **Attach additional pages as needed.**

SECTION I – Wall Signs

SECTION III – Directional Signs

SECTION II – Freestanding Signs

SECTION IV – Development Entrance Signs

All signage in the City is subject to limitations of size, location, placement, height, and other criteria. It is recommended that the allowances be researched and verified prior to any contracts being signed or materials/cabinets being ordered. No approval can be made for signage which does not meet the specific criteria which is in effect, even if it has been previously ordered or removed from another location.

Applicants must receive written approval from the City Planning and Building Departments, with any permits that may be required, prior to any sign-related work commencing at the proposed location. Signage placement prior to approvals will result in Code Enforcement action.

SECTION I – Wall Signage

(Wall, Wall-Tower, Canopy, Mansard, Under-Canopy, Projecting, Awning and Window)

- The area is computed as the area within a continuous perimeter of copy and cabinet limits.
- Individual words not part of an outlined cabinet can be calculated individually and then added collectively.
- Canopy lettering is measured by the limits of the copy lettering, not the limits of the awning material.
- No signage may be roof mounted or at any point protrude above any roof structure.
- Internal illumination is allowed only in certain zoning districts. ***Electronic and LED wall signs are prohibited.***
- Freestanding entrance or wall-tower structures must be no more than 3 ft. from the existing building wall or roof canopy, and visually tied into the building in order to be considered a wall sign (*see Planning Staff*).
- Additional criteria may apply.

Sign Type: Wall Canopy Mansard Awning
 Wall-Tower Under-Canopy Projecting* Window**

**Projecting signs will require a side-detail showing distance out, panel area, and distance to ground grade/curb as part of the submitted plans for review.
 **The area of all window signs is limited to half of the total window area.*

If this application pertains to the alteration of an existing wall sign, please describe the type and size of the sign proposed to be removed and/or installed:

What direction will the sign face? _____ What is the length of the wall, end to end? _____ ft.

Sign #1 For window signs, what is the area of all windows located on the wall? _____ sq. ft.

Does this wall contain a functioning customer / public entrance? Yes No

Is the proposed sign to be internally illuminated? Yes No

Proposed Sign components/construction: Flat Panel Attached Cabinet with panel
 Metal/Wood Channel letters
 Other (*describe*): _____

Dimensions of proposed sign cabinet or lettering: Height _____ Width _____ Depth _____

This Sign Total Square Footage: _____

SECTION II – Freestanding Signage

(Limited according to adopted criteria, including: number, height, type, square footage, etc. Roof signs are prohibited.)

Sign Type: <small>(check all that apply)</small>	<input type="checkbox"/> On-Premise <input type="checkbox"/> Off-Premise <input type="checkbox"/> Directional <input type="checkbox"/> Other: _____
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Sign Construction: <small>(check all that apply)</small>	<input type="checkbox"/> Single-Face <input type="checkbox"/> Double-Face <input type="checkbox"/> Electric <input type="checkbox"/> Metal <input type="checkbox"/> Wood
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Action: <small>(check all that apply)</small>	<input type="checkbox"/> Erect <input type="checkbox"/> Alter <input type="checkbox"/> Repair <input type="checkbox"/> Move
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Sign #1	<p>Proposed sign is: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Super-Primary <small>(check applicable option – see Planning Staff for definitions)</small></p> <p>If this application pertains to the alteration of an existing sign, please describe the type and size of the sign proposed to be removed and/or installed:</p> <hr/> <p>Is the proposed sign to be illuminated: <input type="checkbox"/> Internally <input type="checkbox"/> Externally <input type="checkbox"/> N/A</p> <p>Will the proposed new sign include a new electronic variable message board? <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, please note: Only permitted along certain road segments, may require a Special Exception Hearing, and must meet certain size, design and display criteria, all as specified in Section 4.19.20., of the Land Development Regulations. Existing electronic message boards shall comply fully prior to the acceptance of an application.</i></p> <p>Overall proposed structure height: _____</p> <p>Dimensions of sign copy panel: Height _____ Width _____ Depth _____</p> <p align="right">This Sign Total Square Footage: _____</p>
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Sign #2	<p>Proposed sign is: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Super-Primary <small>(check applicable option – see Planning Staff for definitions)</small></p> <p>If this application pertains to the alteration of an existing sign, please describe the type and size of the sign proposed to be removed and/or installed:</p> <hr/> <p>Is the proposed sign to be illuminated: <input type="checkbox"/> Internally <input type="checkbox"/> Externally <input type="checkbox"/> N/A</p> <p>Will the proposed new sign include a new electronic variable message board? <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, please note: Only permitted along certain road segments, may require a Special Exception Hearing, and must meet certain size, design and display criteria, all as specified in Section 4.19.20., of the Land Development Regulations. Existing electronic message boards shall comply fully prior to the acceptance of an application.</i></p> <p>Overall proposed structure height: _____</p> <p>Dimensions of sign copy panel: Height _____ Width _____ Depth _____</p> <p align="right">This Sign Total Square Footage: _____</p>
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Sign #3	<p>Proposed sign is: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Super-Primary <small>(check applicable option – see Planning Staff for definitions)</small></p> <p>If this application pertains to the alteration of an existing sign, please describe the type and size of the sign proposed to be removed and/or installed:</p> <hr/> <p>Is the proposed sign to be illuminated: <input type="checkbox"/> Internally <input type="checkbox"/> Externally <input type="checkbox"/> N/A</p> <p>Will the proposed new sign include a new electronic variable message board? <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, please note: Only permitted along certain road segments, may require a Special Exception Hearing, and must meet certain size, design and display criteria, all as specified in Section 4.19.20., of the Land Development Regulations. Existing electronic message boards shall comply fully prior to the acceptance of an application.</i></p> <p>Overall proposed structure height: _____</p> <p>Dimensions of sign copy panel: Height _____ Width _____ Depth _____</p> <p align="right">This Sign Total Square Footage: _____</p>
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FOR OFFICE USE ONLY

Internal Processing

Any portion of the subject property in the flood zone? Yes* No

If yes, provide percent and what type of zone: _____ / _____

Attach a flood zone map of the subject property with this application

Zoning of Property: _____ Address Verified: Yes No Location ID: _____

Planning Department Review

Zoning Review Fee (refer to most recently adopted Planning Fees Schedule)

Amount Due: _____ Date Paid: _____ Method/Ck. #: _____ Receipt #: _____

The proposed signage, as applied for, has been determined as follows:

The proposed signage appears to meet the requirements of the City of Live Oak Land Development Regulations and is thereby approved based on the information contained within this Sign Application. All applicable regulations apply to the placement and construction of the sign.

The proposed sign has been denied, based on the following:

Approved by: _____ Date _____

Planning Department Reviewer

Date

Building Department Review

Is a Building Permit required for the proposed signage? Yes No

The proposed signage, as applied for, has been determined as follows:

The proposed signage appears to meet the requirements of the Florida Building Code and is thereby approved based on the information contained within this Sign Application. All applicable regulations apply to the placement and construction of the sign.

The proposed sign has been denied, based on the following:

Approved by: _____ Date _____

Building Department Reviewer

Date