



**City of Panama City Beach
Signage Permit**

Please complete the following information:

Site Address: _____

Parcel ID: _____

Applicant /Contactor: name, address, phone, contractor license number, _____

Owner: name, address, phone (*supply letter from owner permitting the installation of the sign if applicant is not the owner of the subject parcel*) _____

Description of work/Valuation: _____

1. Current Square Footage Of EXISTING Signage:

a. Building Signs	# of Signs	SQ. FT.
1. Wall	_____	_____
2. Projecting	_____	_____
3. Canopy or Roof Sign	_____	_____
b. Free Standing Signs (<i>supply site plan</i>)	_____	
c. Neon Outline Lighting	_____	_____
d. Attach photos of existing signage with dimensions		
e. Number of Faces	_____	
If a Multi-Vision Sign, the method of changing Faces	_____	

2. Proposed Building Signs: (Wall, Projecting, Canopy, or Roof)

- a. Property frontage _____ LF Building Frontage _____ LF
 - b. Sign Square Footage _____
 - c. Attach photos of complete façade of building where signs are to be placed (include dimensions)
 - d. Attach elevation drawings (drawn to scale)
 - e. Number of Faces _____
If a Multi-Vision Sign, the method of changing Faces _____
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3. Proposed Free Standing Signs:

- a. Property frontage _____ LF Building Frontage _____ LF
 - b. Sign Square Footage _____
 - c. Free Standing Sign Height _____
 - d. **Attach elevation drawings (drawn to scale)**
 - e. **Attach scaled site plan depicting the location of the sign, with dimensions to right of ways, easements, all buildings and vehicular use areas**
 - f. Number of Faces _____
If a Multi-Vision Sign, the method of changing Faces _____
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4. Shopping Centers:

- a. Establishment frontage _____ LF _____
 - b. Shopping center square footage _____
 - c. Free standing sign square footage _____, Height _____
 - d. Building sign square footage _____
 - e. Hanging sign square footage _____
 - f. Number of Faces _____
If a Multi-Vision Sign, the method of changing Faces _____
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5. Off-Premises Signs:

- a. Descriptions and street addresses of the closest two (2) Off-Premises Signs, the distance from the location of the proposed Sign to each of those Signs, measured as required by this Sign Code, and including a map or drawing showing the route of measurement: _____
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- b. Number of Faces _____
 - c. If a Multi-Vision Sign, the method of changing Faces _____
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6. Additional Requirements If Applicable:

- a. Sign illumination, specifying illumination type, placement and intensity.
- b. For an Illuminated Sign, a complete application for an electrical permit submitted, with appropriate fee, by a qualified and licensed electrical contractor.
- c. Three (3) copies of the plans, specifications, calculations and details, signed and sealed by an engineer licensed in Florida documenting the applicable windload and demonstrating compliance with the Florida Building Code for:
 - (i) A Free-Standing Sign exceeding one hundred (100) square feet in Sign Area of any Face, or
 - (ii) A Projecting Signs over twenty-four (24) square feet in Sign Area of any Face. This requirement is in addition to any permitting or substantive requirement imposed from time to time by the Florida Building Code or similar law.
- d. Landscape plan, as applicable.
- e. If applicable, the cost to repair and the cost to replace a Sign damaged by casualty, certified by a sign contractor licensed to do business in the City and who does not have a direct or indirect economic or other interest in the subject Sign.
- f. If the value of construction is \$2,500.00 or greater, a certified copy of notice of commencement shall be required prior to permit issuance.

Additional information:

The Sign Permit is in addition to any Permit required by the Florida Building Code or other applicable health and safety code or law, and the issuance of a Sign Permit shall create no rights with respect to any other permit or under any body of law other than this Sign code. There can be no vested right in a Sign Permit applied for under this Sign Code if this Sign Code is later partially or wholly adjudicated to be unconstitutional by a court of competent jurisdiction

Any Permit issued through mistake of fact or law shall confer no right upon the permittee and such Permit shall be revoked by the City Manager or his designee upon discovery of such mistake, and the Sign for which the Permit was obtained shall be corrected or removed immediately by the owner or person entitled to possession thereof.

A Permit shall become null and void if the Sign for which the Permit was issued has not been erected and completed within a period of one hundred eighty (180) days after the date of issuance. Only one thirty (30) day extension may be granted by the City Manager or his designee for good cause shown. A fee shall not be refunded.

When a Sign Permit has been issued, it shall be unlawful to change, modify, alter, or otherwise deviate in any material respect from the size, location and design of the Sign or Sign Structure represented in the application for such Permit.

The City Manager or designee may make or require any inspections to ascertain compliance with the provisions of this Sign Code, the comprehensive plan of the City and the land development regulations of the City, the Florida Building Code and any other law.

If the work under any Sign Permit is proceeding in violation of this Sign Code, the Florida Building Code, or any other ordinance of the City, or should the City be denied access to inspect the work, or should it be found that there has been any false statement or misrepresentation of a

material fact in the application or plans on which the Permit was based, the Permit holder shall be notified of the violation, denial or falsity. If the Permit holder fails or refuses to make corrections within ten days, or within three business days permit access or demonstrate revised material facts justifying the Permit, it shall be the duty of the City Manager or designee to revoke such Permit and serve notice upon such Permit holder. Such notice shall be in writing and signed by the City Manager or his designee. It shall be unlawful for any person to proceed with any part of work after such notice is issued.

Sign Permit Application Review:

- (a) An applicant shall deliver a Permit application to the Building Department, or such other office as may be designated by the City Manager. The application shall be reviewed for a determination of whether the proposed Sign meets the applicable requirements of this Sign Code and any applicable building code or land development regulation. The review of the Permit application shall be completed within forty-five (45) days following receipt of a completed application, and any applicable fees, not counting the day of receipt and not counting any Saturday, Sunday, or legal holiday which falls upon the first or the forty-fifth (45) day after the date of receipt. A sign permit shall either be approved, approved with conditions (meaning legal conditions existing in the Sign Code, building code or land development regulations, such as dimensional requirements), or disapproved, and the decision shall be reduced to writing. A disapproval shall include or be accompanied by a statement of the reason(s) for the disapproval. In the event that no decision is rendered within forty-five (45) calendar days following submission, the application shall be deemed denied. If disapproval is the consequence of a failure to decide upon the application within the deadline set forth herein, the City Manager or designee shall upon request refund any applicable fee to the person who paid the fee. In the event that no decision is rendered within forty-five (45) calendar days following submission, the application shall be deemed denied and the applicant may appeal to the Board of Adjustment.

- (b) In the case of an approval with conditions or disapproval, including disapproval by lapse of time as described herein, an applicant may ask for reconsideration of the decision on the grounds that the City Manager or designee may have overlooked or failed to consider any fact(s) that would support a different decision. A written request for reconsideration accompanied by such additional fact(s) as the applicant may wish the City Manager or designee to consider, shall be filed with the City Manager or designee within ten (10) calendar days after receipt of the decision. No fee shall be required for a request for reconsideration. Upon the timely filing of a request for reconsideration, the decision of the City Manager or designee shall be deemed stayed and not a final decision, until the request for reconsideration is decided. The request for reconsideration shall be decided within seven (7) days of receipt by the City, not counting any intervening Saturday, Sunday, or City holiday. Such decision shall be in writing and shall include a statement of the reason(s) for the decision. If the disapproval of the request for reconsideration was a consequence of a failure to decide upon the

application within the deadline set forth herein, the City Manager or designee shall verify upon request that any applicable fee was refunded even if the City Manager or designee approves the application upon reconsideration.

- (c) All decisions shall be mailed, transmitted electronically, or hand delivered to the applicant. A record shall be kept of the date of mailing, electronic transmittal, or hand delivery. For the purposes of calculating compliance with the forty-five (45) day deadline for a decision upon an application or the seven day deadline for a decision upon request for reconsideration, the decision shall be deemed made when deposited in the mail, transmitted electronically, or hand delivered to the applicant.
- (d) As exceptions to the foregoing, the forty-five (45) day deadline for approval and the seven (7) day deadline for a decision upon receipt of a request for a reconsideration shall not apply (that is, the time shall be suspended):
 - (i) In any case in which the application requires a variance from any provision of the LDC, the City Code of Ordinances, a rezoning of the property, or an amendment to the comprehensive plan of the City. In such cases, the time shall be suspended until a final decision is made upon the application for the variance, rezoning, or comprehensive plan amendment.
 - (ii) If the applicant is required to make any change to the application in order to obtain an unconditional approval, the time shall be suspended while the applicant makes such change.
 - (iii) If an applicant is required to obtain an approval from any other governmental agency, the time shall be suspended until such approval is obtained.
 - (iv) In any of the foregoing cases, the applicant may elect to seek a variance, make no change to the application, or obtain no approval that may be required by another governmental agency, and may instead demand a decision upon the sign permit application as filed. In such event, the City Manager or designee shall make a decision on the application as appropriate within five (5) business days after receiving such demand. If a decision is not made in such a time, the application shall be deemed denied and the City Manager or designee shall verify that any applicable fee was refunded to the person who paid the fee.
- (e) An application which is materially incomplete or which is not accompanied by the required fee shall not be deemed accepted and the time for review of the application shall not commence until a complete application accompanied by the required fee is filed with the Building Department or successor office designated by the City Manager. In addition, the City Manager or designee shall, within forty-five (45) days of receipt of an incomplete or unpaid application, send the applicant a written explanation of the deficiencies in the application and ask that the deficiencies be remedied, explaining that the application cannot proceed forward otherwise and the review will be suspended pending receipt of the required information or documentation. The applicant must then submit a new

application with the deficiencies corrected in order for it to be considered by the City Manager or designee.

- (f) Any person aggrieved by the decision of the City Manager or designee upon his or her Sign Permit application shall have the right to appeal to the Board of Adjustment provided in this LDC. Failure to timely appeal the decision regarding a sign application by the City Manager or designee shall waive the right to appeal, but shall not be deemed a failure to exhaust administrative remedies for purposes of a subsequent judicial action. An approval, an approval with conditions, or disapproval by the City Manager or designee shall be deemed the final decision of the City upon the application for the sole purpose of allowing the applicant to choose to proceed directly to a judicial action once the sign application has been denied or deemed denied.

It shall be unlawful for any person or business or the person in charge of the business to erect, construct, alter or maintain an outdoor advertising display sign, as defined in the Florida Building Code, without first obtaining a building permit from the City in accordance with the provisions of the Florida Building Code and applicable law. Permit fees for a building permit shall be paid in accordance with the applicable City fee schedules. The requirement of a building permit under the Florida Building Code is separate and independent of the requirement for a Sign Permit under this Sign Code.

Signature of applicant verifying accuracy of information supplied. *Date*

Approved: _____ (plans reviewer)

Special Conditions: _____

Denied: _____ (plans reviewer)

Date of Approval/Denial: _____