



Permit Guide for On-Site Signs

Department of Growth Management

February 2012

On-Site Sign Requirements:

ON-SITE SIGN: A sign relating in its subject matter to the premises on which it is located or to products, accommodations, service or activities on the premises. Freestanding signs are those which have structural support for the sign independent of support by buildings or other structures.

8.02.01 Permanent On-Site Signs: Permanent On-Site signs may be illuminated and are allowable in all zoning districts provided that the requirements of this code are met and the necessary permits have been acquired. In addition, the following restrictions apply:

1. No portion of any type of sign shall project or be located closer than ten (10) feet from the nearest right-of-way line, or property line.
2. The height and location of the sign shall not create any traffic or visual obstructions at ground level or if elevated. Signs shall not exceed forty-five (45) feet in height.

Submittal Requirements Checklist:

1. _____ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information.
2. _____ Two sets of construction plans. The construction plans must be certified, signed, and sealed by a Florida-registered design professional (architect or engineer). These must also have fire department approval prior to submittal to our department.

NOTE: If the on-site sign is located in the northern portion of Okaloosa County, **three sets** of construction plans are required. Fire review will be performed in the Growth Management Department.

3. _____ Building Permit Application. The application must be fully completed, signed, and notarized.
4. _____ Three copies of a certified survey or site plan. The survey/site plan must show proposed location of sign(s) and show the distance from property lines and existing/proposed structures.
5. _____ A drawing showing the dimensions and total square footage of proposed sign(s) and the total square footage of existing signs if any.
6. _____ If applicable, the approved Master Sign Plan from the owner of property.

***Some circumstances may require additional information to be submitted prior to a development permit being issued.**

For further information, please contact one of our offices:

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