

City of High Springs  
23666 NW 185<sup>th</sup> Road  
High Springs, Florida 32643



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## DEPARTMENT OF PLANNING, DEVELOPMENT & CODES

### SIGN PERMIT APPLICATION (Site Plan Required)

\*\*\*\*\*PERMIT EXPIRES 180 DAYS FROM DATE OF ISSUE\*\*\*\*\*

Plans must comply with: Florida Building Code, 2023 8th Edition, 2020 NEC,  
City of High Springs Code of Ordinances & Land Development Code

Date: \_\_\_\_\_ Contact Phone # \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Job Site Address: \_\_\_\_\_  
Contractor: \_\_\_\_\_ License#: \_\_\_\_\_  
Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_  
Tax Parcel # \_\_\_\_\_ Valuation of the project: \$ \_\_\_\_\_

Check the sign type: Attach (2) drawings of the sign. Provide engineered foundation plan for free-standing sign that meets the standards of the 2023 Florida Building Code. Show building elevations and sign mounting details for wall signs. Provide colors of the sign if located in the Historic and/or Downtown Development District (site plan required).

\_\_\_\_ Hanging Sign  
\_\_\_\_ Awning Sign: If checked, give width of the awning, valance or canopy \_\_\_\_\_  
\_\_\_\_ Free Standing Sign  
\_\_\_\_ Building Sign: If checked, give horizontal length of the building \_\_\_\_\_  
\_\_\_\_ Window or Door Sign: If checked, give square footage of door or window \_\_\_\_\_  
\_\_\_\_ Building storefront dimensions: Width \_\_\_\_\_ Height \_\_\_\_\_  
\_\_\_\_ Sign Dimensions: Width \_\_\_\_\_ Length \_\_\_\_\_ Height above Sidewalk \_\_\_\_\_  
\_\_\_\_ (if applicable)

Will the sign be illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What material is the sign being constructed of and how is it secured? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**NOTE:** This form provides information to support an application for a Sign Permit from the City of High Springs, Florida, pursuant to Chapter 23, 2003 High Springs Land Development Code and Article VIII, 2011 High Springs Land Development Code (LDC). Applicants are encouraged to become familiar with the specific requirements for various types of signs contained in the City's Sign ordinance, Section 23, LDC, which may not be referenced in this application form. Signs shall not be placed on public property or right-of-way without prior written approval of the appropriate jurisdiction (city, county, state).

**EXEMPT SIGNS:** See Article VIII, Section 08.04, 2011 Land Development Code

**PROHIBITED SIGNS:** The following signs are prohibited **within the city limited unless exempted by Section 23.04 or expressly authorized in Sections 23.06 and 23.07, 2003 Land Development Code (See Article VIII, Section 08.05, 2011 Land Development Code)**

- a) "Off Site" signs except as specifically permitted herein.
- b) Signs that move, revolve, are animated or appear to move, revolve or be animated, without limiting the foregoing: Streamers, animated display boards, pennants, propellers, spinners, and advertising balloons;
- c) Electronic display or projection signs that change their message more than one time every 30 minutes;
- d) Signs using light other than illuminated signs specifically permitted in Section 23.09, 2003 Land Development Code;
- e) Signs that emit noise, odor, smoke or steam;
- f) Portable signs;
- g) Signs unless otherwise permitted in this Land Development Code;
- h) Signs displaying copy harmful to minors;
- i) Signs which obstruct or impair vision of motorists, cyclists, or pedestrians, or which interfere with entrances, exits or safety equipment;
- j) Signs that project beyond the parapet of a roof line, or above the horizontal line of a flat roof;
- k) Banner except as permitted in Section 23.06, 2003 Land Development Code

**WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT (REQUIRED FOR PROJECTS VALUED OVER \$5,000) MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

**Owner/Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SIGN PERMIT #:** \_\_\_\_\_