



City of Daytona Beach Shores
BUILDING DEPARTMENT
 2990 S. Atlantic Avenue
 Daytona Beach Shores, FL 32118
 Phone (386) 763-5377 Fax (386) 763-5370
 permits@cityofdbss.org

SIGN PERMIT APPLICATION

Date: _____

Job Name: _____

Job Address: _____

Property Owner Information

Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Requirements for Sign Permit

Entire application must be completed and all required documentation provided. Incomplete applications will not be accepted.

1. Two blueprints or ink drawings of the plan and specification with method of construction and attachment to the building or ground which meets the 2010 Florida Building Code, Chapter 16, Structural Design. Drawings shall include the following:
 - a) Sign Display
 - b) Total square footage
 - c) Show dimensions on proposed plan
 - d) Landscaping around the monument sign base consistent with the *Code of Ordinances of the City of Daytona Beach Shores*, Appendix "G", *Land Development Code*, Chapter 6, Section 6-8.6.1.h.(1) through (7).
 - e) Total Height
 - f) Distance from ground to bottom of sign
2. Survey or site plan showing location of proposed sign and distance from property line.
3. Type of Sign (circle one):
 - a) Construction
 - b) Ground or Pole Sign
 - c) Development or Future Improvement*
 - d) Projecting
 - e) Wall
 - f) Other _____

*For Development Sign only:
 Date C.O. was issued _____ Total # of units _____ # of units currently unsold _____

4. Total square footage of signage _____ Job Cost \$ _____

FOR OFFICE USE ONLY

_____ Current Volusia County Listing Card & _____ State license verified

_____ Proof of Liability Insurance with the City of DBS listed as the certificate-holder

_____ Proof of Workers' Compensation Insurance or Exemption

_____ State license verified (when required) **Send/Sent to Fire Marshal?** **VCE/Turtle?**

Contractor name: _____

Address: _____ City & Zip: _____

Phone: _____ Fax: _____

State License #: _____ E-mail: _____

Please be aware that on April 10, 2012, the City of Daytona Beach Shores adopted Ordinance 2012-02 requiring that pole signs be replaced with monument-style signs. Nonconforming signs will need to be removed by April 9, 2022. Current, nonconforming sign owners may make any amount of sign repair needed up until the above mentioned date.

Separate permits are required for electrical work. This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of one (1) year at any time after work is commenced.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

OWNER AND CONTRACTOR MUST SIGN APPLICATION

Any person who prescribes a false statement to a Notary Public is guilty of perjury.

OWNER/AGENT SIGNATURE _____

OWNER/AGENT'S NAME (PRINTED) _____

STATE OF _____ COUNTY OF _____

Affirmed and subscribed before me by means of ___ physical presence or ___ online notarization, this

____ day of _____ 20 ____, by _____,

who is personally known to me or has produced _____.

_____ My Commission Expires:

Notary Public

CONTRACTOR'S SIGNATURE _____

CONTRACTOR'S NAME (PRINTED) _____

STATE OF _____ COUNTY OF _____

Affirmed and subscribed before me by means of ___ physical presence or ___ online notarization, this

____ day of _____ 20 ____, by _____,

who is personally known to me or has produced _____.

_____ My Commission Expires:

Notary Public