Planning Department
6603 E. Hwy 22, Callaway, FL 32404
Phone (850) 871-4672 Fax (850) 871-2444
www.cityofcallaway.com

SIGN PERMIT APPLICATION

Applicant Name:_____ Date:_____

Name of Sign Company:_____

Name of business at which sign will be placed:_____

Address:_____

Applicant phone number:_____ Email: _____

If temporary sign, duration:_____

Type(s) of sign(s): _____ Permit Fee: _____

_____ Permit Fee: _____

_____ Permit Fee: _____

TOTAL PERMIT FEES: _____

Erector Fee: $10.00

Installation Fee: (Building Department) N/A

Processing Fee: $5.00

TOTAL FEES: _____

_____
Applicant signature

_____
Approved by

_____
Date

The City of Callaway has prepared this document based on the information provided by the applicant, and will not be held responsible or liable for falsified information provided to them. In addition, all information provided to the applicant must be in writing and endorsed by a proper authority before it will be granted and/or honored.

Please enclose the following documents and information with your application:
Incomplete submittals will not be reviewed

- Location plan in the form of a site and elevation plan, to scale, illustrating proposed sign as it will appear on the project.
- Sign dimensions and letters.
- Sign materials.
- Method of lighting and construction and/or installation.
- One copy of color samples or colored rendering to illustrated colors of sign. Photographs can be submitted.
- Dimensions of the building.

Important considerations:

- Pylon or pole signs have a maximum height allowance of 25 feet. LDR *Section 15.765*
- All signs in a commercially zoned district have a 5 feet setback from the property line. LDR *Section 15.765*
- No sign shall encroach upon or extend over any public right-of-way. LDR *Section 15.765.8 (e) (1)*
- No sign shall be permitted which employs motion picture projection or has moving parts or gives the illusion of motion. LDR *Section 15.765.5 (b) (2).*
- Non motion LED signs will require a permit.

Application for permit shall be accompanied by such drawings and information necessary to fully acquaint the Planning Department with the location, construction, weight, materials, wind stress calculations, method of securing and manner of illuminating such sign. The drawings shall bear the certification of an approval of a duly licensed structural design engineer registered in the State of Florida. Permission of the owner of the property on which the sign is to be located shall be indicated either by letter or by signature on the drawings, and such letter or signed drawing shall be filed as may be required by the Director. Proof of public liability insurance coverage may be required by the Planning Department. (LDR *Section* 15.765.7 (c)(1).

SIGN: Includes any written or drawn object, device, announcement, declaration, demonstration, display, illustration, insignia, structure or part thereof, used to advertise, identify, attract or promote the interests of any person, object, institution, product, service, event or location, with the same is placed in view of the general public and is either located out of doors or in a window as defined herein. The sign regulations contained herein shall apply to the face of the sign, its supports, braces, accessories include:

(a) Activated sign.
(b) Animated sign.
(c) Awning or canopy sign.
(c1) Banner.
(d) Beacon, spot or floodlight.
(e) Billboard.
(f) Changeable copy sign.
(g) Clock-temperature sign.
(h) Directional sign.
(i) Directory sign.
(j) Double-faced sign.
(k) Flat sign.
(l) Fluorescent sign.
(m) Free-standing sign.
(n) Ground sign.
(o) Illuminated sign.
(p) Informational sign.
(q) Moveable sign.
(r) Pointed sign.
(s) Permanent window sign.
(t) Political sign.
(u) Portable, sandwich or snip sign.
(v) Projecting sign.
(w) Pylon sign.
(x) Real estate sign.
(y) Roof sign.
(z) Rotating sign.
(aa) Sound amplifying equipment.
(ab) Temporary window sign.
(ac) Wall sign.