



**HERNANDO COUNTY COMMERCIAL
ON-SITE SIGN PERMIT APPLICATION CHECKLIST**

Application # _____

For On-Site signs, there must be 200 feet between signs.

- ___ 1. Application form must be completely filled out.
- ___ 2. Submit three (3) structural drawings, with dimensions. The drawings must be sealed by an engineer with wind load calculations. All construction must conform with the current Florida Building Code Edition.
- ___ 3. Elevation of on-site signs with wording and dimensions.
- ___ 4. Submit three (3) site plans with legal description. **(Site plans cannot be just sketches on a piece of paper, they must be on a survey, plat or to scale drawing)**. Show proposed set-backs from property lines to leading edge of sign. Provide linear feet of road frontage for all lots located on U.S. & State Highways.
- ___ 5. Valuation (indicate cost of project).
- ___ 6. Provide a location map. **(Property must be staked at the proposed sign location)**.
- ___ 7. Provide height from grade level to top of sign.
- ___ 8. Provide grade elevation at sign location.
- ___ 9. Provide grade level of highway adjacent to where sign is to be located.
- ___ 10. Distance from nearest existing on-site signs on location.
- ___ 11. Legal Description of property.
- ___ 12. I fully understand that sign may fall within Hernando County's proposed frontage road plan.
- ___ 13. By signing this document, the contractor/property owner hold Hernando County harmless for costs associated with the removal of said sign, should the County demand this property for a frontage road location.
- ___ **14. Provide UL # for signs with Electrical**

Your plans will not be processed if any of the items listed above are incomplete or missing.

Contractor/Agent Signature

Date: _____

**HERNANDO COUNTY COMMERCIAL
ON-SITE SIGN APPLICATION**

Application # _____

Key # _____

Date: _____

Type of Sign to be Constructed _____

Valuation of work to be done: \$ _____

Legal Description: Lot _____ Block _____ Subdivision _____ Unit _____

Address of Job Site: No. _____ Street _____

Project Name _____ **Shopping Center Name** _____

Directions To Job Site: _____

Property Owner _____ Phone _____

Address _____ City _____ State _____ Zip _____

Interest In Property: _____

Name Of Fee Simple Titleholder: _____

Address _____ City _____ State _____ Zip _____

SIGN CONTRACTOR _____

Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

License Number _____ (State Certification or Hernando County # Only)

ELECTRICAL CONTRACTOR _____

Phone _____ Email _____

License Number _____ (State Certification or Hernando County # Only)

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a permit must be secured for additional SIGNS.

OWNER'S AFFIDAVIT: I certify that all of the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT FOR JOBS EXCEEDING \$2,500.00 MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Owner/Contractor or Authorized Agent

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this ____ day of _____, _____, by _____.

Personally Known

Produced Identification _____
Type of Identification Produced

Signature of Notary Public

Print, Type, or Stamp Commissioned Name

(Notary Seal)

PRINT FORM

CLEAR FORM