



City of Bunnell Building Department

Sign Permit Checklist

Contractors must be current with Business Tax Receipt (BTR) for permitting

- ☐ **Permit Application**
- ☐ **Permit Authorization Form** (Not needed if work is valued over **\$2,500** or if owner is acting as the contractor)
- ☐ **Proof of Property Ownership** (Copy of recorded warranty deed or print out from the Property Appraiser's Office)
- ☐ **Letter of Approval** (Needs to be from the owner of the property)
- ☐ **Disclosure Statement** (If Owner is acting as his/her own contractor) **FS 489.103**
- ☐ **Notice of Commencement** (Required when value of labor and materials is over **\$2,500.00**)_Recorded and certified by the Flagler County Clerk of Court **FS sec 713.135**
- ☐ **Sign Elevation** (Drawn to scale dimensions of sign, sign height and dimensions of sign's copy area. For wall mounted signs, provide elevation with dimensions showing windows, doors and other opening and their dimensions)
- ☐ **Survey/Site Plan** (For free standing signs, indicate in feet and inches the location of the sign in relation to property lines, public rights-of-way, easements, buildings and other signs on the property; setbacks from property lines; lot frontage on all street and public rights-of-way and landscape plan if applicable)
- ☐ **2 Set of Plans** (sealed by an engineer to verify that the sign will withstand the required wind load of 135 MPH)

**APPLICANT MUST OBTAIN ALL REQUIRED INSPECTIONS
INCLUDING THE FINAL INSPECTION**



CROSSROADS of FLAGLER COUNTY
POST OFFICE BOX 756, BUNNELL, FL. 32110-0756 rev 3-07

Date: _____

APPLICATION FOR A SIGN PERMIT

Permit Number: _____

(386) 437-7516

COMMUNITY DEVELOPMENT DEPARTMENT

FAX (386) 437-8253

1. OWNER NAME: _____ PHONE: _____
2. MAILING ADDRESS: _____
3. PROPERTY LOCATION: _____
4. PARCEL ID # (THIS IS FOUND ON YOUR TAX RECEIPT OR DEED) _____
5. INSTALLATION CONTRACTOR: _____ CITY OCC LICENSE #: _____
6. CONTRACTOR ADDRESS: _____
7. ELECTRICAL CONTRACTOR: (IF APPLICABLE, & REQUIRES SEPARATE PERMIT) _____
8. STATE LICENSE #: _____ CITY OCC LICENSE #: _____
9. TYPE OF SIGN: _____ SIZE: _____
10. FRONT SETBACK: _____ SIDE SETBACK: _____ SIDE SETBACK: _____
11. TOTAL ESTIMATED COST OF SIGN: _____ (IF ESTIMATED COST IS **\$2500 OR MORE** A RECORDED NOC MUST BE SUBMITTED)
12. APPLICANT SIGNATURE: _____ DATE: _____

PLEASE SUBMIT 2 COPIES OF SITEPLAN INDICATING EXISTING AND PROPOSED SIGN LOCATIONS AND ALL SETBACKS WITH PERMIT APPLICATION FOR APPROVAL

FOR STAFF USE ONLY

1. REVIEW for compliance with Chapter 26 of the land development code :
 2. initials _____ DATE : _____
- Meets land development code yes _____ no _____

2. FEE FOR PERMIT: _____ OTHER FEES: _____

3. TOTAL FEES DUE: _____



DISCLOSURE STATEMENT

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building **if the costs do not exceed \$75,000**. The building or residence must be for **my own use or occupancy**. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or www.myfloridalicense.com/dbpr for more information about licensed contractors.

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: _____ . (Address of property)

12. I agree to notify the City of Bunnell immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature: _____ Date _____
(Signature of property owner)

STATE OF FLORIDA
COUNTY OF FLAGLER

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by
_____(name of person making statement).

(Signature of Notary Public-State of Florida)

(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

Permit No. _____

Tax Folio No. _____

NOTICE OF COMMENCEMENT

State of _____
County of _____

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of the property, and street address if available) _____
2. General description of improvement: _____
3. Owner information:
 - a. Name and address: _____
 - b. Interest in property: _____
 - c. Name and address of fee simple titleholder (if other than Owner): _____
4. Contractor:
 - a. Contractor name and address: _____
 - b. Contractor's phone number: _____
5. Surety:
 - a. Surety name and address: _____
 - b. Phone number: _____
 - c. Amount of bond: _____
6. Lender:
 - a. Lender's name and address: _____
 - b. Lender's phone number: _____
7.
 - a. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes: (name and address) . _____
 - b. Phone numbers of designated persons: _____
8.
 - a. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.
 - b. Phone number of person or entity designated by owner: _____
9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

(Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager)

(Signatory's Title/Office)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____
(year) (name of person)
as _____ for _____
(type of authority, . . . e.g. officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

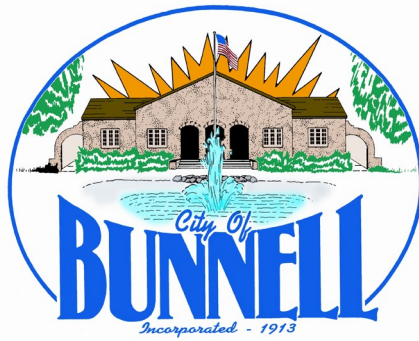
(Signature of Notary Public - State of Florida)

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

Verification pursuant to Section 92.525, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

(Signature of Natural Person Signing Above)



**PERMIT AUTHORIZATION FORM
CITY OF BUNNELL
BUILDING DEPARTMENT**

I, _____, hereby authorize _____, to obtain
a permit in my behalf for the job site described below:

TYPE OF PERMIT

Building _____
Plumbing _____
Electric _____
A/C _____
Other _____

DESCRIPTION

Owner _____
Job Address _____
Lot _____ Block _____

Date: _____

Signature (Owner / Contractor)

State Certification / Registration # _____

STATE OF FLORIDA
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
by _____ who has produced _____ as identification
and who did take an oath.

Notary Public
State of Florida

PRINT NAME: _____
TITLE: _____
COMMISSION NO.: _____