

# Permit Checklist :

having these ready will insure faster processing of your permit. Each County has their own requirements and they may change without notice. I will keep this list up-to-date as possible, but I cannot guarantee .

- Letter of Authorization signed and notarized with full address and unit number
- Drawing of the sign with height and width. (type of sign, ex. gemini stud mount, or pvc. etc
- FULL Photograph of storefront
- Height and Width of Storefront
- Copy of Site Plan with location of sign marked
- If Illuminated, then UL label number, flush mount, or raceway?

## Additional Requirements:

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### Green Cove Springs / Clay :

- Deed to Property
- Copy of Lease Agreement
- Signature of the Leaseor on the Sign Permit
- Their own letter of Authorization form to use.
- If there are any other signs on the property/ unit ex. the tenant it has vinyl on tenant pylon.

There turn around time varies, anywhere from a couple of days to a couple of weeks.

### Jax Beach:

- Customized mounting visual of the sign.

There turn around time varies, anywhere from a couple of days to a couple of weeks.

### St. Johns :

- Has many different requirements for each of its zoning. They constantly change, and without notice. It's best to always check first, to see if you are up to date with the latest requirements

There turn around time varies, anywhere from a couple of days to a couple of weeks.

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