

CITY OF QUINCY  
BUILDING AND PLANNING DEPARTMENT

404 West Jefferson Street

Quincy, Florida 32351

Phone: (850) 618-0030  
Fax (850) 875-7313

**Sign Permit Application**

1. Date \_\_\_\_\_

2. Property Owners Name \_\_\_\_\_

3. Owners Address \_\_\_\_\_

4. Job Site Address \_\_\_\_\_

5. Contractor \_\_\_\_\_ License # \_\_\_\_\_

6. Contractors Address \_\_\_\_\_

7. Legal Description: Lott \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Parcel # \_\_\_\_\_

8. Valuation of the project: \_\_\_\_\_

9. Check the sign type. Attach 2 drawings of the sign. Provide engineered foundation plan for free-standing signs that meets the standards of the 2004 Florida Building Code Section 1609 for a 110 M.P.H. wind load. Show building elevations and sign mounting details for wall signs. Provide colors of the sign if located in the Central Business District.

☐ Hanging Sign (must be perpendicular to the store front if in the Central Business District)

☐ Awning Sign: If checked give the width of the awning, valence, or canopy \_\_\_\_\_

☐ Free Standing Sign:

☐ Building Sign: If checked give the horizontal length of the building \_\_\_\_\_

☐ Window or Door Sign: If checked give the square footage of the door or window \_\_\_\_\_

☐ Portable Sign: Allowed to be used for up to thirty 30-days up to three 3-times a year.

Building storefront dimensions: Width \_\_\_\_\_ Height \_\_\_\_\_

Sign Dimensions: Width \_\_\_\_\_ Length \_\_\_\_\_ Height above sidewalk \_\_\_\_\_  
(If applicable)

10. Will the sign be illuminated ☐ Yes ☐ No If yes, how \_\_\_\_\_

11. What material is the sign constructed of and how is it secured? \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant