

## CHECKLIST FOR COMPLETE PERMIT APPLICATION

**Please ensure the following are made a part of your application. Failure to include could result in the application being returned to you as Incomplete. Items carrying an asterisk (\*) will result in the denial of the application.**

- All items on the application are filled in. (One application submitted for each facing)
  - \* Corrections made by the applicant on the application must be initialed
- Application is signed.
- Local government permission and determination of land use forms (two pages) completely filled out and signed by appropriate local government personnel.
- Landowner authorization to place a sign on the property. (The Department will accept a lease document or a statement from the land owner. In either case, the document must specifically identify the property tax ID or address and state that the applicant has permission to erect and maintain a sign structure on the property.)
- Sketch of the sign location (at a minimum, the roadway the sign will be permitted to, and the distance and direction from the nearest intersection(s)).
- Photograph(s) of the sign site, showing marking where sign will be placed and surrounding vegetation.
- \* All Property Tax IDs match Please check the Property Tax ID provided on the following documents:
  - Land owner authorization
  - Applications
  - Local government permission sheet and local government determination of land use sheet
- Are tags being cancelled as a condition of a new permit being issued?
  - If yes, include the Cancellation Certification form signed by the permit holder.
- Correct fees submitted (See chart of permit fees on second page of instructions)

**Please contact Billy Benson at [william.benson@dot.state.fl.us](mailto:william.benson@dot.state.fl.us) or (850) 414-4569 if you need assistance.**