

PERMIT INSTRUCTIONS for SIGN PERMITS
WASHINGTON COUNTY BUILDING DEPARTMENT
TELEPHONE (850) 638-6195 FAX 638-6304

Complete an [Application for Land Use](#) and attach a copy of the recorded deed and submit to the Building Department. Check for deed restrictions. They override county laws and ordinances. It is the applicant's responsibility to ensure that all restrictions are followed. They are sometimes recorded on the property deed but are usually separately at the Washington County Courthouse (Phone 850-638-6285).

If development is within the city limits of Chipley, contact the City of Chipley for a Development Order or Land Use Compliance. (850-638-6350).

Two (2) sets of construction plans with the Architect's/Engineer's seal. A site plan. One (1) set will remain on file in the Building Department.

Complete a [Building Permit Application](#) for Sign Permit.

A copy of the contractor's license, proof of General Liability, Workers' Compensation Insurance, and a county competency card must be submitted.

All documents must be left for review by the Building Department for at least 48 hours. Partial submittals of plans will not be accepted.

A [Notice of Commencement](#) must be recorded at the Washington County Courthouse before receiving the second inspection and a certified copy furnished to the Building Department. A copy is required to be posted at this job site.