



**City of Daytona Beach Shores**  
**Building & Codes Division**  
 Department of Community Services  
 Telephone (386) 763-5377  
 Fax (386) 763-5370  
 permits@cityofdbss.org

**POLITICAL SIGN APPLICATION**

The following information must be supplied when applying for a permit:

1. Candidate's Name: \_\_\_\_\_

2. Type of Election: \_\_\_\_\_

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3. Authorized Representative: \_\_\_\_\_

4. Campaign Headquarters Phone: \_\_\_\_\_

5. Campaign E-mail Address: \_\_\_\_\_

A fee of \$231.00 shall be paid upon application for a political sign permit. The total cost of the permit is \$11.00 and the remaining \$220.00 of this fee is a deposit which will be refunded if the signs are removed within ten (10) days after the election (If run-offs are required, the signs may remain in place until the conclusion of the election).

\_\_\_\_\_  
 Authorized Representative's Signature

\_\_\_\_\_  
 Date

*Please submit Pages 1 & 2 to the Building Department, but keep Page 3 for your records.*



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**RELEASE FORM  
 FOR POLITICAL SIGN DEPOSIT**

Upon your call to the Building Department to advise that all signs have been removed, the Building Department will verify that the signs have been taken down and will forward this request for deposit reimbursement to the Finance Department. Checks are printed and mailed each week on Fridays.

Candidate's Name: \_\_\_\_\_

Refund check should be made payable to: \_\_\_\_\_

And sent to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



*Office Use :*

*Permit Number:* \_\_\_\_\_

*Inspection requested by:* \_\_\_\_\_

*Date requested:* \_\_\_\_\_



***Finance Department:***

***Inspection passed on:*** \_\_\_\_\_

***Please issue refund of \$220.00 deposit as specified above at your earliest convenience.***

# Political Sign Placement Guide

*Questions? Call Code Enforcement Officer/Coordinator Gwyn Herstein at (386)763-5330*

## Sign Specifications

- a. Signs may be double-sided, provided they are single signs (not two signs placed in a V-formation).
- b. Each sign may be as large as 8 square feet.
- c. Sign color and content is at your discretion, but no additional items may be affixed to any sign (no balloons, flags, pennants, flyers, etc.).
- d. Sign stake height is not specified, but signs should not pose a trip hazard or a traffic line-of-sight impediment.

## Sign Placement Regulations and Tips

1. Only one sign per candidate or issue may be placed on any private property (parcel), and only with permission of the property owner. Property owner permission is also required for vacant lots.
2. Signs may not be placed on public property (including rights-of-way and traffic medians) and may not protrude from private properties over public sidewalks.
3. Where the right-of-way begins on the road-side of each property can be variable and property-specific. Unless known to be otherwise (for example from Volusia County Pictometry on the property appraiser's website), in the absence of a private property survey showing otherwise, the following guidelines are generally accepted:
  - For properties along South Atlantic Avenue: building-ward from the sidewalk edge is private property.
  - For properties along South Peninsula Drive, Cardinal Boulevard, and residential streets in Daytona Beach Shores: building-ward from power poles and power lines is private property.

## Additional Notes

- i. There are many properties which, by their proximity, seem like they are within Daytona Beach Shores city limits but are Port Orange, Daytona Beach, or unincorporated Volusia County properties. The easiest way to determine this is to conduct a quick property search on the Volusia County Property Appraiser's website ([vcpa.vcgov.org](http://vcpa.vcgov.org)). The property's listed "Tax District" on the summary page of each property defines the jurisdiction it's in. Each jurisdiction has its own political sign rules. Call Gwyn if you have questions about this.
- ii. The common areas of condominiums and of the Oceans Master Association are one parcel each, and therefore may only hold one sign per candidate or issue. Many of these properties decline political signs altogether, as unit owners may have conflicting opinions.
- iii. When the voting period is complete, and your signs have been removed, please request an inspection and reimbursement of the political sign deposit by calling 386-763-5377.