

**CITY OF OVIEDO**

**as Contracted with PDCS, LLC**

Building Services ■ 400 Alexandria Blvd ■ Oviedo, FL 32765 ■ 407-971-5755

**SIGN PERMIT APPLICATION**

PARCEL ID # \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ SUITE NO. \_\_\_\_\_

PROPERTY OWNERS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL \_\_\_\_\_

STATE LICENSE NO. \_\_\_\_\_ BUSINESS TAX RECEIPT NO. \_\_\_\_\_

TYPE OF SIGN (MONUMENT, WALL, REAL ESTATE, TEMPORARY, COPY CHANGE, ETC.) \_\_\_\_\_

DIMENSIONS \_\_\_\_\_ TOTAL SQUARE FEET OF SIGN(S) \_\_\_\_\_

TOTAL SQUARE FEET OF EXISTING SIGNAGE ON SITE \_\_\_\_\_ TEMPORARY \_\_\_\_\_ OTHER \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ BUILDING FRONTAGE SQ. FT. \_\_\_\_\_ HEIGHT OF SIGN \_\_\_\_\_

SIGN ELECTRICALLY LIGHTED:  INTERNALLY  EXTERNALLY

ELECTRICAL CONTRACTOR \_\_\_\_\_ (Additional Electrical Permit REQUIRED)

NAME OF SIGN(S) MANUFACTURER \_\_\_\_\_

NAME OF RECOGNIZED TESTING LABORATORY \_\_\_\_\_

LISTING AND/OR UL# NUMBER \_\_\_\_\_ VALUATION OF SIGN \$ \_\_\_\_\_

**NOTICE:** Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and zoning in this jurisdiction

**OWNER'S AFFIDAVIT:** I swear or affirm that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. I also swear or affirm that I have the legal authority to bind any entity to which this application relates. This statement is made under oath and subject to the penalties for perjury.

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner / Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Owner / Applicant \_\_\_\_\_ Date \_\_\_\_\_

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is  Personally Known to me or has  Produced (type of identification) \_\_\_\_\_ as identification and who did take an oath.

(SEAL)

Signature of Notary Public  
State of Florida

Print/Type/Stamp Name  
of Notary Public

Signature of Contractor / Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Contractor / Applicant \_\_\_\_\_ Date \_\_\_\_\_

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is  Personally Known to me or has  Produced (type of identification) \_\_\_\_\_ as identification and who did take an oath.

(SEAL)

Signature of Notary Public  
State of Florida

Print/Type/Stamp Name  
of Notary Public

**BELOW IS FOR OFFICE USE ONLY**

Application Accepted By / Date		Approved For Issue By / Date	
Plan Review Fee	\$	Permit Fee	\$
State Fee	\$	Other	\$
<b>REQUIRED APPROVALS</b>	<b>APPROVED BY</b>	<b>DENIED BY</b>	<b>DATE</b>
ZONING			
BUILDING			

**Sign Permit Application Guidelines**

All permit applications must be complete prior to acceptance. A complete application shall include the following:

**TEMPORARY SIGNS**

- Sign Permit Application completed and signed. Application must include correct address and complete parcel I.D. number.
- Copy of the Business Tax Receipt (if the contractor is the applicant).
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if the contractor is the applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Site specific, notarized letter of authorization from the property owner authorizing placement of the sign on property.
- Two (2) copies of site plan indicating proposed location and distance to property line(s).
- Two (2) copies of a drawing showing height, size, shape, and face of proposed sign.

**FREESTANDING / WALL SIGNS (Electrical / Non Electrical Signs)**

- Sign Permit Application completed and signed. Application must include correct address and complete parcel I.D. number.
- Electrical Permit Application completed and signed (if applicable)
- Copy of the contractor's license issued by the State of Florida (if the contractor is the applicant).
- Site specific notarized power of attorney if the person submitting the application is not the license holder.
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Site specific, notarized letter of authorization from the property owner authorizing placement of the sign on property.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if the contractor is the applicant).
- Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- Copy of signed contract.
- Site specific, notarized letter of authorization from the property owner authorizing placement of the sign on property.
- Two (2) copies of site plan indicating proposed location and distance from property line(s).
- Two (2) copies of signed & sealed engineered drawings showing construction, fasteners, connectors, line of site, and electrical requirements.
- Two (2) copies of a drawing showing height, size, shape, and face of proposed sign.
- Separate permit applications are required for different sign types (e.g., one permit application may include two wall signs, but a wall sign and a monument sign requires separate permit applications).

*These guidelines were compiled to assist the applicant in preparing a sign permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and local code requirements.*

**\*\* As of October 1, 2010, Florida Statutes 553.721 and 468.631 require that a State Fee be charged for every permit issued. This fee will be added to the permit fee. This State Fee is calculated as noted below:**

***The Total of the Permit Fee + Plan Review Fee multiplied by 3% (or 0.03) = State Fee***  
**The Minimum State Fee is \$4.00**

Please contact the Building Department at 407-971-5755 with any questions.