



CITY OF OVIEDO

Code Enforcement ■ 400 Alexandria Blvd ■ Oviedo, FL 32765 ■ 407-971-5785

TEMPORARY SIGN PERMIT APPLICATION

PROPERTY ADDRESS _____
(where the sign is to be located)

PROPERTY OWNERS NAME _____
(print legibly)

PARCEL ID # _____ ZONING DISTRICT _____

BUSINESS NAME _____
(that sign is advertising)

BUSINESS ADDRESS _____ SUITE # _____

APPLICANT'S NAME _____
(person filling out permit / requesting sign)

APPLICANT'S PHONE # _____

TYPE OF SIGN: FREESTANDING SIGN (not to exceed 6 sq ft. / not to exceed 4 ft in height)
 WALL SIGN (maximum 1 sq ft per tenant unit front ft. /not to exceed 32 sq ft.)

Tenant Unit Front Footage _____ Sign Dimensions _____

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 requirements of Ordinance No. 1457.

APPLICANT'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with the requirements of Ordinance No. 1457.

Applicants Signature _____ Date _____

Applicants Printed Name _____

BELOW IS FOR OFFICE USE ONLY

Application Accepted	Approved For Issue
Fee Received	Receipt #
Allowable Size of Wall Sign	
Date Sign is to be Erected	
Date Sign is to be Removed	
<u>APPROVED BY</u>	<u>DENIED BY</u>
	<u>DATE</u>

Temporary Sign Permit Application Checklist

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

- Temporary Sign Permit Application completed and signed.
- Application must include correct address and complete parcel I.D. number.
- Site specific letter of authorization from the property owner authorizing placement of the sign on property.
- Copy of the site plan (or similar drawing) indicating proposed location and distance to property line(s).
- Copy of a drawing showing height, size, shape, and face of proposed sign.
- \$25 Application Fee paid and cashiers receipt attached.

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

Temporary Sign Permit Process

1. Fill out the "Temporary Sign Permit" Application.
2. Pay for the "Temporary Sign Permit" Application.
 - payments by check can be made on the 2nd floor of the Annex Building at City Hall.
 - payment by cash or credit card must be made in the Building Services Division on the 1st floor of the Annex Building at City Hall.
3. Return the completed "Temporary Sign Permit" Application, with cashiers receipt, to the Code Enforcement Division office on the 2nd floor of the Annex Building at City Hall.
4. Upon approval and notification, Code Enforcement will schedule an appointment with the applicant to pick up the permit for the sign and schedule the required inspection.
5. Affix the required sticker to the sign and complete the inspection by Code Enforcement.
6. Remove sign after the "Temporary Sign Permit" has expired.

The following signs shall not be permitted by this ordinance:

- A. Signs held by human;**
- B. Signs placed in the public right-of-way; or**
- C. Signs attached to an existing sign; light pole; utility pole; tree or vehicle.**

Signs erected prior to the issuance of a temporary sign permit and signs not removed by the date specified will be subject to formal Code Enforcement action.