

# CITY OF OVIEDO

Planning & Development • 400 Alexandria Blvd • Oviedo, FL 32765 • 407-971-5775

## TEMPORARY SIGN PERMIT APPLICATION

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

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

**SIGN LOCATION ADDRESS** \_\_\_\_\_ **SUITE NO.** \_\_\_\_\_  
(Where sign is to be located)

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

**APPLICANTS NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

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

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

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

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

**EMAIL** \_\_\_\_\_

**WORKERS COMP NO.** \_\_\_\_\_ **BUSINESS TAX RECEIPT NO.** \_\_\_\_\_

**TYPE OF SIGN**  **GRAND OPENING**  **NEW OCCUPANCY/USE**  **REAL ESTATE**  **SPECIAL EVENT**  
 **TEMPORARY SALES EVENT**  **ATTENTION GETTING DEVICES**  **CONSTRUCTION**

**OTHER:** \_\_\_\_\_ (description)

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

**TOTAL NUMBER OF EXISTING TEMPORARY SIGNAGE ON SITE** \_\_\_\_\_

**ZONING DISTRICT** \_\_\_\_\_ **BUILDING FRONTAGE FRONT FOOT** \_\_\_\_\_

**DATE SIGN TO BE ERECTED** \_\_\_\_\_

**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.

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

**Signature of Contractor** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Printed Name of Contractor** \_\_\_\_\_ **Date** \_\_\_\_\_

### BELOW IS FOR OFFICE USE ONLY

<b>Application Accepted By / Date</b>		<b>Permit Fee \$</b>	
<b>REQUIRED APPROVALS</b>	<b>APPROVED BY</b>	<b>DENIED BY</b>	<b>DATE</b>
PLANNING			
CODE ENFORCEMENT			

### SIGN PERMIT EXPIRATION

**DATE:** \_\_\_\_\_

Revised February 2018

## **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 (if the property owner is not the applicant).
- 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.

*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.*