

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

Application Accepted By / Date

Permit Fee \$

REQUIRED APPROVALS	APPROVED BY	DENIED BY	DATE
PLANNING			
CODE ENFORCEMENT			

SIGN PERMIT EXPIRATION

DATE: _____

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.