

CITY OF OVIEDO

400 Alexandria Blvd ▪ Oviedo, FL 32765 ▪ 407-971-5785

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 _____

STATE LICENSE NO. _____ BUSINESS TAX RECEIPT NO. _____

TYPE OF SIGN GRAND OPENING NEW OCCUPANCY/USE REAL ESTATE SPECIAL EVENT

TEMPORARY SALES EVENT ATTENTION GETTING DEVICES: _____

CONSRTUCTION OTHER _____ (description)

DIMENSIONS _____ TOTAL SQUARE FEET OF SIGN(S) _____ HEIGHT OF SIGN _____

TOTAL SQUARE FEET OF EXISTING TEMPORARY SIGNAGE ON SITE _____

ZONING DISTRICT _____ BUILDING 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

ZONING

SIGN PERMIT EXPIRATION DATE: _____

Revised January 2017

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.

If the application is not complete, it will not be reviewed and will be returned to the applicant or the property owner.