Owner / Builder Sign Permit Submittal Guide

REQUIRED FORMS:

- Complete Sign Permit Application – Lines 1-5 mandatory
- Property Appraiser’s printout with legal description
- Signed and notarized approval from property owner for the installation of the sign(s)
- Owner / Builder Statement

POSSIBLE ADDITIONAL FORMS:

- Recorded Notice of Commencement – prior to first inspection and may be emailed to bpcustomerservice@seminolecountyfl.gov if not uploaded at submittal
- Historical / Archaeological Form – if breaking ground

PLANS: (2 copies required)

- Site plan, clearly dimensioned with sight visibility triangle, indicating the exact location of all sign(s) and setbacks of any new ground signs.
- Plans, indicating construction specifications, design criteria, and height above ground.
- Total advertising copy area square feet for existing and new signs for the tenant / occupancy must be shown on all elevation renderings.
- All lettering must be shown on scaled plan.
- Plans must be signed and sealed by a Florida Design Professional with the following exceptions:
  1) signs $\leq 32\text{sf}$ & $< 1\frac{1}{2}$” projection
  2) foam letter signs
  3) temporary real estate signs $\leq 32\text{sf}$
  4) Face changes

Monument signs MUST be applied for separately. All other signage may be applied for on one application.

Note: All contractors and sub-contractors that are listed, will need to be current in our license database. This includes certified or registered licenses, License Administration Form (on our web site), worker’s compensation insurance & general liability is required prior to issuance. A minimum deposit of $25.00 is required at time of submittal. The actual amount is based on permit type and value of work.

This is only a guide and may not be all-inclusive for your particular project.