

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 and Certified Notice of Commencement (required if the value of work is over \$2,500.00) – submitted to the Building Division prior to scheduling of first inspection. This may be emailed to bpcustomerservice@seminolecountyfl.gov, faxed to **407-665-7486** or submitted in person
- 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 32sf & $<$ 1 1/2" projection
 - 2) foam letter signs
 - 3) temporary real estate signs \leq 32sf
 - 4) Face changes

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

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