

Sign Permit Submittal Guide

RESOURCES in ePlan can assist with file naming, applicant tasks, and other helpful information

In ePlan, select the **APPLICATION DOCUMENTS FOLDER** and upload the following required **forms** as individual properly named PDF files:

- Complete Sign Permit Application (Lines 1-5 mandatory)
- Property Appraiser's printout with legal description
- Power of Attorney (if someone other than the license holder is the applicant)
- Owner Builder Statement (if applying as an owner, you must visit us in the office with valid government issued identification.)
- Recorded Notice of Commencement if job value is greater than \$5,000– prior to first inspection; may be emailed to bpcustomerservice@seminolecountyfl.gov if not uploaded at submittal.
- Signed and notarized letter of authorization from the property owner for the installation of the sign(s)

In ePlan, select the **APPLICATION DOCUMENTS FOLDER** and upload the following possible additional forms as individual properly named PDF files:

- Historical / Archaeological Form – if breaking ground

In ePlan, select the **DRAWINGS FOLDER** and upload the following plans as individual properly named PDF files:

- 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 a scaled plan.
- Plans must be signed and sealed by a Florida Design Professional with the following exceptions:
 - 1) signs $\leq 32\text{sf}$ & $< 1\ 1/2"$ 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 on the application, must be current in the County's license database, including certified or registered licenses. A current [License Administration Form](#), worker's compensation insurance, and general liability are required for each listed contractor and sub-contractor prior to issuance.

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