

Sign Permit Submittal Guide

If you are not applying as an Owner Builder, you will initiate your request through [Building Permits Online](#). This is where you will make any online payments for the building submittal as well

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
- Permit Authorization form- for all applicants
- 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 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.

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.