

ePlan 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 Form and/or Signature Acknowledgement Form
- Signed and notarized letter of authorization from property owner for the installation of the sign(s)
- Recorded and Certified Notice of Commencement - prior to first inspection; may be emailed to: bpcustomerservice@seminolecountyfl.gov, if not uploaded at submittal

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 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 is required for each listed contractor and sub-contractor prior to issuance.

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