



DIGITAL BILLBOARD CHECKLIST

Application Checklist

Submit a completed building permit application form along with approval from the Planning Official of the Billboard. Permit application forms are available in our office and on our website at www.cityoforlando.net/permits

- Site Plan- fully dimensioned, 4 copies, showing:
 - Legal description
 - Proposed billboard location (show setbacks from property lines)
 - Provide ariel map with the location of billboard(s) with district separation from all adjacent billboards
 - Provide zoning map showing distance from adjacent zoning district
 - Copy of the Planning Official approval of the Digital Billboard

- Sign Construction and Elevation Drawings- fully dimensioned, 4 copies, showing:
 - Views from the front and side of the billboard
 - Dimension of the propose digital billboard
 - Show height from ground level to the top of the billboard sign. Also include the foundation details for new sign locations.
 - Show advertising surfaces, wording and design elements
 - Plans need to be signed and sealed by a State of Florida registered engineer; all billboard signs must meet 110 mph wind load design requirements of the Florida Building Code.
 - Plans shall be designed in accordance with the Florida Building Code 2007. The plans shall be prepared by an Engineer, sealed, dated and signed in accordance to Florida Statues (Chapter 471). Plans shall include all applicable anchors/connectors, and weld details.
 - Electronically controlled message centers are prohibited.

- Show lighting details and the location of disconnects for electrical signs. To comply with the National Electrical Code Article 600.3 and 600.4, an authorized testing laboratory must List every electrical sign of any type. The name of the sign manufacturer, the Listing and Number assigned by the testing laboratory must be provided. If this is a new service , show a one line diagram.

....To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.

ECONOMIC DEVELOPMENT DEPARTMENT•OFFICE OF PERMITTING SERVICES

CITY HALL•400 SOUTH ORANGE AVENUE•FIRST FLOOR•P.O. BOX 4990•ORLANDO, FLORIDA 32802-4990
PHONE 407.246.2271•FAX 407.246.2882

Visit our web site at: www.cityoforlando.net/permits

Application Review

After your permit application is submitted it will be reviewed for building, electrical and zoning code compliance. It could also be reviewed by transportation engineering if necessary.

Your application is reviewed for requirements such as structural and wind load design, location, setbacks, size and lighting details. Calculations to determine allowable copy area vary by zoning district. Billboard signs located at street corners and driveways are reviewed to ensure that site visibility for pedestrians and vehicular traffic is not obstructed for vehicles backing or turning into and from those streets and driveways. You may contact our office or consult our website to access the City Code to review these requirements.

If your property is located within the Downtown Community Redevelopment Area (DCRA), an Appearance Review District (AR), a Historic Preservation (HP) District or is a Designated Historic Landmark, your proposed sign will require approval by the Downtown Development Board (DDB), Urban Design Office and/or the Historic Preservation Board (HPB). Please contact DDB at 407.246.3414, Urban Design at 407.246.2269 and/or HPB at 407.246.3350

You can also consult our website to view boundary maps to help determine if your property is located within one of these districts at www.cityoforlando.net/planning/cityplanning/maps.htm

Our goal is to review billboard permit applications within thirty (30) days of the submittal date.

Permit Issuance

Building permits for Billboard are issued after the reviews have been completed and it is determined that the proposed billboard meets all City Code requirements. Building permits for billboard installation can be issued to the following people:

- Temporary construction sign and non-electrical sign permits can be issued to the property owner, a building contractor or a licensed sign contractor.
- Electrical permits for signs can be issued to a building contractor or a licensed sign contractor. If there is outline lighting, where secondary voltage exceeds 1000 volts, the sign permit can only be issued to an electrical sign contractor.
- Sign contractors must be licensed by the State (Contractor's License) and City (Business License), and have worker's compensation records on file with the City.

.....To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.

If the direct contract price is greater than \$2,500.00, a Notice of Commencement may be required before starting any work. The purpose of recording a Notice of Commencement is to prepare the owner and/or the owner's agent (the contractor) to deal with possible liens placed on the property being improved. You may call our office or visit our website for additional information and Notice of Commencement forms.

This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from the City of Orlando.

Applicant signature/name

Date: _____

.....To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.
