

DO I NEED A PERMIT?

All signs in the City need a permit. Building permits must be issued to install new signs, relocate existing signs and to alter or repair existing signs

HOW DO I APPLY FOR A PERMIT?

You will need to submit the following information to the Permitting Services Division for review

APPLICATION CHECKLIST

Submit a completed building permit application form. 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 sign location (show setbacks from property lines)
- › Location of building(s)
- › Building dimensions
- › Existing signs to remain for your business shown with locations and dimensions

Sign Construction and Elevation Drawings

Fully dimensioned, 4 copies, showing:

- › Views from the front and side
- › For wall signs show proposed sign location on building, entrances to building or tenant space, height to the top of the sign on the building and other signs on the wall where the sign is proposed. Also include fastener details identifying number, size and spacing of fasteners.
- › For ground mounted monument/pole or pylon signs show views from all sides (include height from ground level to the top of the sign). Also include the foundation details for new sign locations.
- › Show advertising surfaces, wording and design elements (not required for changeable copy signs).
- › Plans need to be signed and sealed by a State of Florida registered architect or engineer; all signs must meet 110mph wind load design requirements of the Florida Building Code.
- › Face changes on existing signs need not be signed/sealed, but must be clearly marked face change only on the application.
- › Show lighting details and the location of disconnects for electrical signs. To comply with the National Electrical Code Article 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.

PARKING

For extended visits to our office, please park your vehicle in the City Commons parking garage located on the west side of Boone Avenue behind City Hall. We will be happy to validate your parking for the length of your visit. Also, up to two hours of free parking is available in the lot at the southeast corner of South Street and Orange Avenue for City Hall business only. This regulation is strictly enforced 24 hours a day.

GENERAL INFORMATION

Visit our web site at:

www.cityoforlando.net/permits

Office Hours 8 a.m. - 5 p.m.

Orlando City Hall

400 South Orange Avenue, First Floor

P.O. Box 4990

Orlando, Florida 32802-4990

Phone 407.246.2271

Fax 407.246.2882

PROMPT 407.246.4444

To obtain plans review status, schedule or cancel an inspection and obtain inspection results, please call PROMPT, our Interactive Response system at 407.246.4444.

CITY OF ORLANDO
ECONOMIC DEVELOPMENT
PERMITTING SERVICES



CITY OF ORLANDO
PERMITTING SERVICES

SIGNS



APPLICATION REVIEW

After your permit application is submitted it will be reviewed for building and zoning code compliance. It could also be reviewed by electrical and 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 sign area vary by zoning district. 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 may require approval by the Downtown Development Board (DDB), Urban Design Office and/or the Historic Preservation Board (HPB). You may contact DDB at 407.246.2555, Urban Design at 407.246.3720 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.

Our goal is to review sign permit applications within three working days of the submittal date.

PERMIT ISSUANCE

Building permits for signs are issued after the reviews have been completed and it is determined that the proposed sign meets all City Code requirements. Building permits for sign 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.

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.

FEE

Commercial Fee Schedules are available in our office and on our web site. The permit fee is paid when the permit is issued.

INSPECTIONS

Inspections are performed after your permit has been issued and as work progresses. Consult your permit for the name of your assigned inspector. To obtain plan review status, schedule/cancel an inspection and obtain inspection results, please call PROMPT, our Interactive Voice Response system at 407.246.4444. Final inspection approval is granted when your sign installation has been completed in accordance with your approved plans.

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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.

