



**Orange County Zoning Division**  
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[www.ocfl.net/zoning](http://www.ocfl.net/zoning)

## **SUBMITTAL REQUIREMENTS FOR SIGN PERMITS**

Effective March 8, 1993 every application for a sign permit shall include the following information in accordance with Orange County Code Section 31.5 "Signs":

1. **Legal description** of the property where the sign is to be located;
2. Street **address** of the business where the sign is to be located;
3. Name and address of the **owner of said sign**;
4. Name of the **owner of the parcel** where the sign is to be located;
5. **Notarized** letter of **authorization from the property owner** for the sign;
6. Dimensioned **site plan**, drawn to a conventional scale and according to Orange County Code, Article VIII Site Development (Chapter 30), and Orange County Ordinance No. 2001-26, recreating **Section 106.1.2** "Site Drawings" of the Florida Building Code, indicating the location of all proposed and all existing signs relative to buildings, property lines, rights-of-ways, streets, sidewalks, and each other (separation). \*
7. Dimensioned **elevation drawings**, drawn to a conventional scale, which include calculations indicating copy area, height, ground clearance of all existing and all proposed ground or pole/pylon signs, and/or indicate location, copy area, and projecting distance from the building for wall signs. \*
8. The **source of illumination** of all existing and/or proposed signs. **Note:** If sign is to be illuminated, Electric Permit Application must be included.

**\*Note: Minimum plan size 8.5" x 11". Minimum, two copies required.**

All **Permanent Sign** applications will require **certified plans** (signed, sealed and dated by a Florida Licensed Architect or Engineer) that include all the above information. Plans shall also state compliance ("meets or exceeds") with the Wind Load Requirements according to the Florida Building Code as adopted by Orange County (Ordinance No. 2001-26).

All **Temporary Sign** applications may include a plan, drawn by the applicant, which shows the information listed above.

If a **Billboard** is to be located along a state highway, upon receiving Zoning Division approval, applicant must obtain a "Letter Of Intent" from the Division of Building Safety. This is then sent to the Florida Department of Transportation (FDOT) to receive the required tag numbers. Applicant must then present these tags to the Division of Building Safety to receive a permit.