

Signs provide an opportunity for businesses to advertise and be identified and are a useful tool to alert and guide customers. The Orlando City Code allows for adequate and effective signage while encouraging standards that support pleasant and attractive residential and business neighborhoods. Also, the Orlando City Code regulates signage to ensure signs are constructed, installed and maintained so that public safety and traffic safety is maintained. This step-by-step guide will assist you in obtaining a new sign or updating an existing sign.

WHAT TYPES OF SIGNS CAN I USE TO PROMOTE MY BUSINESS?

Some examples of the most commonly permitted signs include:

- Awning signs
- Wall signs
- Window signs
- Marquee signs
- Projecting signs

Please don't make the mistake of using the following prohibited signs to identify or advertise your business:

- Banners
- Pennants
- Ribbons
- Balloons
- Flashing signs/electronic message boards
- Roof signs

For a full list of allowable and prohibited signs, please reference the Orlando City Code online at cityoforlando.net/permits (City Code → City of Orlando Municipal Codes → Chapter 64-Signs) or call 407.246.2271 and press 1 for customer service and 2 for commercial inquiries.

DO I NEED A PERMIT?

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

MAYOR'S BUSINESS ASSISTANCE TEAM

If at any time you need assistance launching and operating your business, the Mayor's Business Assistance Team is available to help you. The Team consists of City staff with expertise from various City Departments and is prepared to provide support and answer questions you have on items such as building permits, transportation, waste management and state and local incentive programs. For more information or to request assistance from the Mayor's Business Assistance Team, please call 407.246.2222, visit cityoforlando.net/economic/BAT or visit the Mayor's Business Assistance Team Customer Care Center Office located on the first floor of City Hall.

GENERAL INFORMATION

Visit the Permitting Services Division website at: 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

For inspections, please call PROMPT 407.246.4444

PARKING

When visiting our office, please park your vehicle in the City Commons parking garage located on the west side of Boone Avenue behind City Hall. Please bring your parking ticket inside with you and we will be happy to validate your parking for the length of your visit.

CITY OF ORLANDO
ECONOMIC DEVELOPMENT
cityoforlando.net/economic

A step by step
guide to signs
for your business.

CITY OF ORLANDO
ECONOMIC
DEVELOPMENT

www.cityoforlando.net/economic

HOW DO I APPLY FOR A PERMIT?

Because most plans must be signed and sealed by a State of Florida registered architect or engineer, the City of Orlando recommends you consult a sign professional prior to submitting your plans. Together with your sign professional, you will need to submit the following information to the Permitting Services Division for review and approval.

1. BUILDING PERMIT APPLICATION

Please submit a completed building permit application form which is available in our office and on our website at cityoforlando.net/permits. The property owner's notarized signature is required as part of the building permit application form.

2. SITE PLAN

Fully dimensioned, four copies, showing:

- ✓ Legal description of property
- ✓ Proposed sign location (show setbacks from property lines)
- ✓ Location of building(s)
- ✓ Building and tenant space dimensions
- ✓ Existing signs to remain for your business shown with locations and dimensions

3. SIGN CONSTRUCTION AND ELEVATION DRAWINGS

Fully dimensioned, four 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).

- ✓ Sign Construction and Elevation Drawing plans for signs subject to wind exposure 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.
- ✓ Sign 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.
- ✓ Management or owner letter is required for all multi-tenant locations specifying the square footage being allocated for the new sign.

APPLICATION REVIEW

After your building permit application is submitted to the Permitting Services Division, it will be reviewed for compliance with the Florida Building Code and City Land Development Code including requirements such as:

- Wind load design
- Location
- Setbacks
- Size
- Lighting
- Sight visibility

For a full list of review standards, please reference the Orlando City Code online at cityoforlando.net/permits (City Code) or call 407.246.2271 and press 1 for customer service and 2 for commercial inquires.



SPECIAL DISTRICTS

The City of Orlando is unique in that it has several neighborhood commercial and residential special plan, overlay and zoning districts that foster and preserve our City's vibrant character. **If your business is located within the following designated areas, your building permit may require additional sign reviews and approvals:**

- Edgewater Drive
- North Lucerne Circle
- Lake Underhill (Lake Underhill Road near the intersection of Gaston Foster Road)
- North International Drive
- Conway Road (Between State Road 528 and Curry Ford Road)
- MXD-1 and MXD-2 Zoning Districts
- Historic Districts (and Historic Landmarks)
- Baldwin Park
- Community Redevelopment Area (Downtown Orlando)

Please call the City of Orlando's Planning Division at 407.246.2269 or visit cityoforlando.net/planning/cityplanning/maps prior to submitting your building permit application to determine whether your property is located within one of these special plan or zoning districts.

PERMIT ISSUANCE

As part of Mayor Buddy Dyer's Orlando Builds initiative, it is our goal to review your sign building permit application within 24 hours of submittal. In order to accomplish this, it is necessary that your building permit application be complete prior to submittal.

Building permits for sign installation can be issued to the following:

- 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 of Florida (Contractor's License) and City (Business Tax Receipt), and have worker's compensation records and a bond on file with the City.

FEES

Fees for building permits vary greatly and are calculated based on the estimated cost of your sign project. The fee for your building permit is due when the permit is issued.

For more specific details on fees for sign building permits, please visit cityoforlando.net/permits (forms, fees and information) or call 407.246.2271 and press 1 for customer service.

INSPECTIONS

Inspections are performed after your permit has been issued and as work progresses. Inspections are commonly requested by your sign professional and can be scheduled by visiting cityoforlando.net/permits or calling 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.

You are required to record a Notice of Commencement with the Orange County Comptroller (109 East Church Street, Suite 300, 407.836.5115) if the estimated cost of your sign project exceeds \$2500. To obtain a Notice of Commencement form, please visit cityoforlando.net/permits (forms, fees and information -- general documents). A copy of the recorded Notice of Commencement must be posted at the sign project site as well as filed with the Permitting Services Division prior to first inspection. For more information on Notice of Commencements, please visit cityoforlando.net/permits or call 407.246.2271.

If at any time you have questions or would like to obtain plan review status, schedule/cancel an inspection or obtain inspection results, please call PROMPT, our interactive voice response system at 407.246.4444 or 407.246.2271 to speak with someone directly.

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.