



Permit No. \_\_\_\_\_  
FOR OFFICE USE ONLY

The Zoning Manager reserves the right to determine whether this application is complete and accurate. Incomplete applications will not be processed and will be returned to the applicant. The processing time may take up to thirty (30) days and requires a \$237.00 application fee (includes a \$106 registration fee). After the first year, there is an annual registration fee of \$106.

*The building permit number shall be at least three (3) inches tall and at affixed eye level nearest to the road.*

**General Information (to be completed by applicant/property owner):**

Name of Business: \_\_\_\_\_  
 Address of Business: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Parcel ID# (Click [here](#) for Parcel Information): \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ or \_\_\_\_\_

**Please check the type of billboard:**

Single Face     Double Face (back to back separation \_\_\_\_\_ inches)     Triple Face     Trivision  
 V-Shape (back to back separation at apex \_\_\_\_\_ inches \_\_\_\_\_ and face separation)  
 Electronic Message Center (EMC)     Yes or  No?  
 If yes, is EMC equipped with automatic dimming technology,  Yes or  No?  
 Will EMC change copy at no less than eight (8) second intervals,  Yes or  No?

**Proposed copy area of billboard face visible from one direction:**

Excluding embellishments \_\_\_\_\_ square feet  
 Including embellishments \_\_\_\_\_ square feet

**Total copy area of all billboard faces:**

Excluding embellishments \_\_\_\_\_ square feet

**Proposed height:**

From finished grade level to top of billboard \_\_\_\_\_ feet

**Proposed clearance between:**

From finished grade level and bottom of billboard \_\_\_\_\_ feet  
 Vehicular travel way and bottom of billboard \_\_\_\_\_ feet

**Proposed setbacks from property lines:**

Front \_\_\_\_\_ feet    Rear \_\_\_\_\_ feet    Side \_\_\_\_\_ feet    Street Side \_\_\_\_\_ feet

**Proposed separation from other billboards:**

Adjacent to limited access highway (2,640 feet required)  
 Billboard will be \_\_\_\_\_ linear feet from another billboard on the same side of highway.  
 No Adjacent to limited access highway (1,000 feet required)  
 Billboard will be \_\_\_\_\_ linear feet from another billboard on the same side of highway.

**Proposed distance from other points:**

Billboard will be \_\_\_\_\_ linear feet from nearest park.  
 Billboard will be \_\_\_\_\_ linear feet from nearest line of a residential district.  
 Billboard will be \_\_\_\_\_ linear feet from nearest line of an agricultural district.  
 Billboard will be \_\_\_\_\_ linear feet from toll plaza of limited access highway.  
 Billboard will be \_\_\_\_\_ linear feet from interchange ramp of limited access highway.  
 Billboard will be \_\_\_\_\_ feet radius from intersection of railroad right-of-way with road right-of-way.

State of \_\_\_\_\_  
 County of \_\_\_\_\_  
 Affirmation: I, \_\_\_\_\_ (applicant), hereby submit this information by requesting a permit to erect a billboard in Orange County, Florida. If said permit is issued, I agree to conform to all Orange County ordinances and Building Division regulations pertaining to same and to construct the sign in accordance with plans submitted. All of the statements provided are true to the best of my knowledge, and that work to be done under this permit is authorized by the property owner.  
 Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification.  
 \_\_\_\_\_ Date: \_\_\_\_\_ (seal):  
 Notary Public Signature



**OFFICE USE ONLY**

Zoning \_\_\_\_\_ FLUM \_\_\_\_\_ Overlay District \_\_\_\_\_

County Commission District #1 2 3 4 5 6

Field Check By: \_\_\_\_\_ Date \_\_\_\_\_ Results \_\_\_\_\_

Zoning Division Approval\* By: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Zoning Approval Expires: \_\_\_\_\_

\*Approval is valid for sixty (60) calendar days.

**Application must be submitted to the Building Division within sixty (60) calendar days following issuance of Zoning approval.**

Zoning Hold: No \_\_\_ Yes \_\_\_ Reason \_\_\_\_\_

Special Conditions /Comments \_\_\_\_\_

**BUILDING DIVISION**

Nature of Work \_\_\_\_\_ Construction Type \_\_\_\_\_ Type of Structure \_\_\_\_\_

Owner Estimated Value \$ \_\_\_\_\_ Building Division Value \$ \_\_\_\_\_

Electrical Permit Required: Yes \_\_\_ No \_\_\_

Building Division Review By: \_\_\_\_\_ Building Review Fee \$ \_\_\_\_\_

Building Permit Issued On \_\_\_\_\_

Plan Format \_\_\_\_\_ Total Permit Fee \$ \_\_\_\_\_

Building Hold: No \_\_\_ Yes \_\_\_, Reason \_\_\_\_\_

Special Conditions / Comments \_\_\_\_\_