

## **Town of Oakland**

### **Sign Permit Application Guidelines**

All permit applications must be complete prior to acceptance. A complete application shall include the following:

#### **TEMPORARY SIGNS**

- ☐ Permit Application completed and signed. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of the Business Tax Receipt (if the contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage.
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the Town of Oakland as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida (submitted with each application if the contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Site specific, notarized letter of authorization from the property owner authorizing placement of the sign on property.
- ☐ Two (2) paper sets and one (1) electronic set of site plan indicating proposed location and distance to property line(s).
- ☐ Two (2) paper sets and one (1) electronic set of drawings showing height, size, shape, and face of proposed sign.

#### **FREESTANDING / WALL SIGNS (Electrical / Non Electrical Signs)**

- ☐ Permit Application completed and signed. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of the contractor's license issued by the State of Florida (if the contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the Town of Oakland as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if the contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Copy of signed contract.
- ☐ Site specific, notarized letter of authorization from the property owner authorizing placement of the sign on property.
- ☐ Two (2) paper sets and one (1) electronic set of site plan indicating proposed location and distance from property line(s).
- ☐ Two (2) paper sets and one (1) electronic set of signed & sealed engineered drawings showing construction, fasteners, connectors, line of site, and electrical requirements.
- ☐ Two (2) paper sets and one (1) electronic set of drawings showing height, size, shape, and face of proposed sign.
- ☐ Separate permit applications are required for different sign types (e.g., one permit application may include two wall signs, but a wall sign and a monument sign requires separate permit applications).

*These guidelines were compiled to assist the applicant in preparing a sign permit application and may not be complete. The applicant is required to meet all Town of Oakland, state, and local code requirements.*