



# City of Auburndale

## Sign Guidelines

*Revised September 2021*

*Please include the following items in the order shown below.*

### **Permit Applications**

Complete all information on the Sign Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the Sign Permit Application, contact Construction Services at 863-965-5530 or [permit@auburndalefl.com](mailto:permit@auburndalefl.com)

### **Owner-Builder Affidavit**

Applicable to owner/builders only. An Owner-Builder Affidavit is a legally binding oath required by Florida Statute, which you are required to execute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.103\(7\)](#) to be exempt from professional licensure requirements as an Owner/Builder.

### **Plot/Site Plan**

The Site Plan must include proposed setbacks from the property line to the deck. Contact us for further information on submittal requirements.

### **Complete Set of Plans**

Plans must show size and location of sign. Methods of attachment, materials used, and construction details. Show illustration of signage and supporting structures. Signs more than 50 square feet or 6 feet in height are required to be signed and sealed by a design professional. Design must account for wind load. A 5 feet setback from the right of way is required for all ground signs. The work must show in detail that it will conform to the provisions of the Florida Building Code, City of Auburndale ordinances, all State of Florida statutes applicable thereto. All structural elements of the plan are required to be signed and sealed by a design professional.

## **Notice of Commencement**

Before you can obtain the first inspection, the Notice of Commencement must be submitted to the City of Auburndale Construction Services.

*Customers, please send questions, comments, and suggestions for this checklist to [permit@auburndalefl.com](mailto:permit@auburndalefl.com). We update this list periodically.*