



Town of Montverde
17404 Sixth Street
Montverde, FL 34756
(407) 469-2681

Sign Checklist

1. Completed Permit Application
2. A survey showing the location of the Sign in reference to the property lines and all drainage easements.
3. A property records card showing ownership of the property.
4. A copy of the approved zoning clearance.
5. A set of digitally signed plans on a minimum 11x17 print size plans. Plans must be unlocked and submitted as one file, not one file for each page.
6. Contractor must submit a copy of Florida State license and insurance information.
7. A copy of the contractor for the work depicted on the application.
8. A property records card.
9. Notice of Commencement for all jobs exceeding \$2,500.
10. Power of attorney for permit applications not signed by the contractor of record.



**TOWN OF MONTVERDE
PERMIT APPLICATION**

Permit Number

Alternate Key Number	Parcel Number	Project Address	
		Project Description	Commercial Sign

Owner's Name	Mailing Address	City, State, Zip	Telephone
--------------	-----------------	------------------	-----------

Email Address:

Fee Simple Titleholder's Name	Mailing Address	City, State, Zip	Telephone
-------------------------------	-----------------	------------------	-----------

General Contractor	Mailing Address	City, State, Zip	Telephone
--------------------	-----------------	------------------	-----------

Email Address:		State License Number:	
----------------	--	-----------------------	--

Construction Contractor	Mailing Address	City, State, Zip	Telephone
-------------------------	-----------------	------------------	-----------

Email Address:		State License Number:	
----------------	--	-----------------------	--

Electrical Contractor	Mailing Address	City, State, Zip	Telephone
-----------------------	-----------------	------------------	-----------

Email Address:		State License Number:	
----------------	--	-----------------------	--

Plumbing Contractor	Mailing Address	City, State, Zip	Telephone
---------------------	-----------------	------------------	-----------

Email Address:		State License Number:	
----------------	--	-----------------------	--

HVAC Contractor	Mailing Address	City, State, Zip	Telephone
-----------------	-----------------	------------------	-----------

Email Address:		State License Number:	
----------------	--	-----------------------	--

Roofing Contractor	Mailing Address	City, State, Zip	Telephone
--------------------	-----------------	------------------	-----------

Email Address:		State License Number:	
----------------	--	-----------------------	--

Legal Description	
-------------------	--

Bonding Company	
-----------------	--

Bonding Company Address	
-------------------------	--

Architect's Name	
------------------	--

Architect's Address	
---------------------	--

Project Information		Job Name:							
		Subdivision Name		Lot No.	Phase				
Zone	Lot Area	Setbacks (ft)		Front	Rear	Side	Corner		
Project (check one)		Area		Electrical		Hvac		Water (check one)	
New	Living			Service Size		Type		Municipal	
Alteration	Garage							Well	
Addition	Porch(s)					Efficiency		Plumbing (check one)	
Repair	Other					Airhandler		Sewer	
Other	Total					Condenser		Septic	
Garage (check one)		Number of Bedrooms		Estimated Cost			Code In Effect		
Attached							6th Edition Florida Building Code		
Detached									

Signature of Applicant	Date
-------------------------------	-------------

WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. If the Town determines the structure does not meet applicable setbacks or improperly encroaches on an easement, the owner is responsible for moving the structure, restoring the easement to its original condition, or otherwise making the structure comply with City setbacks and other land use requirements. Permits expire 6 months after issuance

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did _____ or did not _____ take an oath.

(Seal)
Notary Public