

# OUTDOOR ADVERTISING PERMIT TRANSFER REQUEST

**INSTRUCTIONS (Please type or fill out in ink):**

1. THE TRANSFEROR (THE SELLER) MUST COMPLETE AND SIGN PART 1. **NOTE:** THE NAME, ADDRESS AND ACCOUNT NUMBER MUST BE THE SAME AS THE NAME, ADDRESS AND ACCOUNT NUMBER OF RECORD. ADDRESS OF RECORD WILL BE CHANGED IF "YES" IS CHECKED. FORM MUST HAVE ORIGINAL SIGNATURE.
2. THE TRANSFEREE (THE BUYER) MUST COMPLETE AND SIGN PART 2. **NOTE:** IF BUYER HAS AN OUTDOOR ADVERTISING ACCOUNT, THE NAME, ADDRESS, AND ACCOUNT NUMBER MUST BE THE SAME AS THE NAME, ADDRESS AND ACCOUNT NUMBER OF RECORD. ADDRESS OF RECORD WILL BE CHANGED IF "YES" IS CHECKED. FORM MUST HAVE ORIGINAL SIGNATURE.
3. ENCLOSE \$5.00 FOR EACH PERMIT TO BE TRANSFERRED. THE MAXIMUM FEE FOR A TRANSFER OF 20 PERMITS OR MORE IS \$100.00.
4. PERMITS WHICH HAVE BEEN PLACED IN VIOLATION OF CHAPTER 479, FLORIDA STATUTES, OR CHAPTER 14-10, FLORIDA ADMINISTRATIVE CODE, WILL BE TRANSFERRED WITH THE PERMITS STILL SUBJECT TO REVOCATION.
5. TRANSFER REQUESTS RECEIVED AFTER DECEMBER 1 MUST INCLUDE THE NEXT YEAR'S RENEWAL FEES.
6. INCOMPLETE OR INCORRECT FORMS WILL BE RETURNED. **THE DEPARTMENT WILL NOT MAKE CHANGES TO THIS FORM.**
7. RETURN COMPLETED FORM AND APPLICABLE FEES TO: FLORIDA DEPARTMENT OF TRANSPORTATION  
OUTDOOR ADVERTISING CONTROL OFFICE  
605 SUWANNEE STREET, MAIL STATION 22  
TALLAHASSEE, FL 32399-0450

For assistance in completing this form, please call (850) 414-4601

**PART 1: TO BE COMPLETED BY THE SELLER (TRANSFEROR)**

ACCOUNT NAME OF SELLER (TRANSFEROR):		ACCOUNT NUMBER:
ADDRESS OF RECORD: (Is this a change of address? <input type="checkbox"/> Yes <input type="checkbox"/> No)		
CITY	STATE:	ZipCode: TELEPHONE NUMBER:
<b>PERMIT NUMBER AND LOCATION INFORMATION:</b> IN THE SPACES PROVIDED, PLEASE INDICATE THE COUNTY AND THE NAME AND NUMBER OF THE HIGHWAY ON WHICH THE SIGN IS LOCATED, AND THE PERMIT OR PERMIT TAG NUMBER(S) TO BE TRANSFERRED. YOU MAY ATTACH A LIST OF PERMITS OR TAGS PROVIDED YOU NUMBER (e.g., Page 1 of 3), DATE, AND INITIAL OR SIGN EACH PAGE AT THE BOTTOM.		
COUNTY:	HIGHWAY NAME AND NUMBER:	PERMIT OR PERMIT TAG NUMBER TO TRANSFER:
COUNTY:	HIGHWAY NAME AND NUMBER:	PERMIT OR PERMIT TAG NUMBER TO TRANSFER:
<b>NOTE: THIS SECTION MUST BE EXECUTED BY THE SELLER (TRANSFEROR).</b> I HEREBY CERTIFY THAT IT IS MY INTENT THAT THE ABOVE-REFERENCED PERMIT(S) BE TRANSFERRED AND THAT I AM AUTHORIZED TO SIGN THIS REQUEST OF BEHALF OF THE SELLER.		
_____		_____
(Signature of permit holder or representative)		(Position or title)
_____		_____
(Printed name of permit holder or representative)		(Date)

**PART 2: TO BE COMPLETED BY THE BUYER (TRANSFEREE)**

NAME OF BUYER: (Is this a new account? <input type="checkbox"/> Yes <input type="checkbox"/> No)		FDOT ACCOUNT NUMBER (If new account, leave blank):
ADDRESS: (Is this a change of address? <input type="checkbox"/> Yes <input type="checkbox"/> No)		
CITY:	STATE:	ZipCode: TELEPHONE NUMBER:
		EMAIL ADDRESS:
<b>NOTE: THIS SECTION MUST BE EXECUTED BY THE BUYER (TRANSFEREE):</b> I UNDERSTAND THAT IF A PERMIT TRANSFER IS MADE WHEN THE PERMIT IS IN VIOLATION OF CHAPTER 479, FLORIDA STATUTES, OR CHAPTER 14-10, FLORIDA ADMINISTRATIVE CODE, OR IF A REVOCATION PROCEEDING IS PENDING, I RECEIVE THE PERMIT(S) SUBJECT TO REVOCATION. THE DEPARTMENT OF TRANSPORTATION'S APPROVAL OF A PERMIT TRANSFER DOES NOT CONSTITUTE WAIVER ON THE PART OF THE DEPARTMENT TO PURSUE THE REMEDIES FOR VIOLATION NOTICES ISSUED AGAINST THE PERMIT NOR PRECLUDE THE DEPARTMENT FROM REVOKING THE PERMIT.		
I CERTIFY THAT I AM AUTHORIZED TO ACCEPT THE PERMIT TRANSFER ON BEHALF OF THE BUYER. I FURTHER CERTIFY THAT I HAVE OBTAINED THE WRITTEN PERMISSION OF THE PERSON IN LAWFUL CONTROL OF THE SITE ON WHICH THE SIGN IS LOCATED TO MAINTAIN AN OUTDOOR ADVERTISING PERMIT AT THAT LOCATION.		
_____		_____
(Signature of transferee)		(Position or title)
_____		_____
(Printed name of transferee)		(Date)

**FOR FDOT USE ONLY:**

Check number:	Amount:	Payment ID:
Receipt number:		System update: By: