



City of Winter Park Building Division

401 South Park Avenue Winter Park, Florida 32789-4386 Phone (407)-599-3237

Buildingdivision@cityofwinterpark.org

Permit application and submittal guidelines

Signs

Provide the following documentation and/or information.

1. A completed Building/Site Development Permit Application.
2. A Notice of Commencement if costs exceed \$2500.00.
3. A copy of a Contractor's License.
4. A copy of Workman Compensation Insurance or letter of exemption.
5. A letter from the property owner giving permission to perform the work.
6. An Owner/Builder Statement if permit issued to property owner.
7. 3 copies of a recent survey or site plan showing the location and setbacks from property lines of all proposed signs.
8. 3 copies of elevation drawings that include the *signable area calculations for all wall signs as well as dimensions, text content and size for all proposed signs.
9. 3 copies of detailed engineered drawings for all structural components, fasteners, electrical and lighting components.
10. An Electrical Permit Application if electrical work is required.

* **Signable area** means an area of the facade of a building up to the roof line which is free of windows and doors or major architectural detail.

The complete Winter Park sign ordinance is available at Municode.com located in Sections 58-121 thru 58-140 of the City Code