



## City of Winter Park Building and Permitting Services

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](http://Municode.com)  
Sections 58-121 thru 58-140 of the City Code of Ordinances