



401 South Park Avenue • Winter Park, Florida 32789

407-599-3237 • 407-599-3499 fax
cityofwinterpark.org

**Building &
Permitting
Services**

Signs - Permit application and submittal guidelines

The complete Winter Park sign ordinance is available at [Municode.com ARTICLE IV. - SIGN REGULATIONS](#) of the City Code of Ordinances.

All the following documentation and/or information should be uploaded to the Self-Service Portal when applying for a Window/Door Permit.

The required forms can be downloaded from the [FORMS and RESOURCES](#) area on the Building and Permitting Department webpage.

1. A completed Building Permit Application.
2. A Notice of Commencement if costs exceed \$5000.00.
5. A letter from the property owner giving permission to perform the work.
6. An Owner/Builder Statement if a permit is issued to the property owner.
7. A copy of a recent survey or site plan showing the location and setbacks from property lines of all proposed signs.
8. A copy of elevation drawings that include the allowable* sign area calculations for all wall signs as well as dimensions, text content, and size for all proposed signs.
9. A copy of detailed engineered drawings for all structural components, fasteners, electrical, and lighting components.
10. An Electrical Permit Application if electrical work is required.

* Allowable sign area means an area of the facade of a building up to the roof line that is free of windows and doors or major architectural details.