



## CITY OF WINTER SPRINGS

1126 East State Road 434  
Winter Springs, FL 32708  
Phone: 407-327-1800 Fax: 407-327-4784  
www.winterspringsfl.org

### SIGN PERMIT CHECKLIST

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1. Submit digital plans in accordance with Florida Building Code sec. 3108.3 and 3108.3.2 for wind loads of 110 mile per hour 3 second gust (max size 24" x 36")
2. All signs shall comply with the requirements of City of Winter Springs Chapter 16 Codes  
(Published on City of Winter Springs web site)
3. Submit a Plot Plan or Survey
4. Sign Permit Application (same as Building Permit Application) to be filled out completely as to:
  - a Fee simple owner and address / name of business
  - b Construction Address (Sign Location)
  - c Contractor complete information including License, Insurance, Phone
  - d Work / sign description including size of sign copy area
  - e Type of sign as identified in City of Winter Springs chapter 16
  - f Contract amount
  - g Notarized signature of owner and contractor (or contractor's authorized agent)