



CITY OF WINTER SPRINGS, FLORIDA
1 126 EAST STATE ROAD 434
WINTER SPRINGS, FL 32708
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SIGN PERMIT CHECKLIST

1. Four (4) copies of plans designed 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 (Published on City of Winter Springs web site)
3. Two (2) copies of Plot Plan or Survey (no larger than 8"x14" – legal size)
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)