



## SIGN PERMIT APPLICATION

**Incomplete applications will not be accepted**

Sign Owner: \_\_\_\_\_ Email Address: \_\_\_\_\_

Sign Owner Mailing Address: \_\_\_\_\_

Sign Owner Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Physical Address of the Sign: \_\_\_\_\_

Building, Business or Complex Name: \_\_\_\_\_

Sign Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contractor's Mailing Address: \_\_\_\_\_

Contractor's Phone Number: \_\_\_\_\_ Contractor's Email Address: \_\_\_\_\_

Winter Park Business License number and expiration date (for more information, please contact Susan Kauber: [skauber@wpgov.com](mailto:skauber@wpgov.com) or 970-726-8081 ext. 216) \_\_\_\_\_

### SIGN DESCRIPTION:

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Face Material: \_\_\_\_\_ Frame Material: \_\_\_\_\_

Type of Sign (wall mounted, free standing, etc.): \_\_\_\_\_ Sign Valuation: \$ \_\_\_\_\_

Location on Property/Building (provide site/location plan): \_\_\_\_\_

Lighting (Exterior/interior. Indicate on Plan): \_\_\_\_\_

All sign permit applications must be accompanied by the following:

1. One detailed drawing, drawn to scale, containing complete plans and specifications which indicate the method of construction and anchoring to the building or ground. The total area of the proposed sign in square feet. The height of the proposed advertising structure from ground level.
2. The sign elevation which must indicate overall colors, materials, proposed copy and illumination.
3. A site plan which shall indicate all signs existing or proposed for the site with dimensions, colors, materials, copy, and/or illumination for each sign. Photos accepted.
4. Building elevations with signs depicted. Photos accepted.

Existing Signage at Same Location? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe (include size and location. Photos are acceptable): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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