



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: _____

Sign Contractor's Winter Park Business License number and expiration date (for more information, please contact Susan Kauber: 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: _____
