



WINTER GARDEN • A charming little city with a juicy past.

SIGN PERMIT APPLICATION

PERMIT #: _____ REC'D BY: _____ DATE SUBMITTED: _____

JOB ADDRESS (INCLUDE SUITE #): _____

SUBDIVISION: _____ LOT #: _____ MODEL NAME: _____

TENANT NAME: _____

DESCRIBE WORK: _____ TYPE CONST: _____

VALUATION OF COMPLETED WORK: _____ TOTAL SF: _____

CONTACT NAME: _____ PHONE #: _____

FAX #: _____ E-MAIL ADDRESS: _____

OWNER NAME & ADDRESS: _____

PHONE #: _____

CONTRACTOR BUSINESS NAME & ADDRESS: _____

PHONE #: _____

LICENSE HOLDER NAME: _____ STATE LICENSE #: _____ EXP: _____

SUB-CONTRACTOR INFORMATION – POWER OF ATTORNEY REQUIRED FOR EACH SUBCONTRACTOR

ELEC-CONTRACTOR BUSINESS NAME: _____ PHONE #: _____

LICENSE HOLDER NAME: _____ LICENSE #: _____

MECH-CONTRACTOR BUSINESS NAME: _____ PHONE #: _____

LICENSE HOLDER NAME: _____ LICENSE #: _____

PLBG-CONTRACTOR BUSINESS NAME: _____ PHONE #: _____

LICENSE HOLDER NAME: _____ LICENSE #: _____

OTHR-CONTRACTOR BUSINESS NAME: _____ PHONE #: _____

LICENSE HOLDER NAME: _____ LICENSE #: _____

SIGNATURE _____

STATE OF FLORIDA (OWNER)

COUNTY OF _____

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME THIS

(DATE)

BY _____

WHO IS/ARE PERSONALLY KNOWN TO ME OR HAS/HAVE PRODUCED

(TYPE OF IDENTIFICATION)

(NOTARY PUBLIC)

SIGNATURE _____

STATE OF FLORIDA (CONTRACTOR)

COUNTY OF _____

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME THIS

(DATE)

BY _____

WHO IS/ARE PERSONALLY KNOWN TO ME OR HAS/HAVE PRODUCED

(TYPE OF IDENTIFICATION)

(NOTARY PUBLIC)



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LIEN LAW REQUIREMENTS

OWNER _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____

TITLE HOLDER (IF OTHER THAN OWNER) _____
 TITLE HOLDER ADDRESS _____
 CITY _____ STATE _____ ZIP _____

CONTRACTOR NAME _____
 ADDRESS _____
 LICENSE # _____
 CITY _____ STATE _____ ZIP _____

COUNTY _____

LEGAL DESCRIPTION _____

TAX FOLIO # _____

BONDING COMPANY _____

BONDING CO ADDRESS _____
 CITY _____ STATE _____ ZIP _____

ARCHITECT _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____

MORTGAGE LENDER _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____

APPLICATION IS HEREBY MADE TO OBTAIN A PERMIT TO DO THE WORK AND INSTALLATION AS INDICATED. I CERTIFY THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT AND THAT ALL WORK WILL BE PERFORMED TO MEET THE STANDARDS OF ALL LAWS REGULATING CONSTRUCTION IN THIS JURISDICTION. I UNDERSTAND THAT A SEPARATE PERMIT MUST BE SECURED FOR WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONING, FENCE, SCREENS, ETC.

OWNERS AFFIDAVIT: I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING. NOTICE OF COMMENCEMENT WILL BE POSTED ON JOBSITE WITH PERMITS.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER AND/OR ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

A RECORDED, CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST BE SUBMITTED TO THE BUILDING DEPARTMENT WHEN THE PERMIT IS ISSUED AND BEFORE ANY INSPECTIONS CAN BE PERFORMED.

CONTRACTOR: ACCEPTANCE OF PERMIT IS VERIFICATION THAT I WILL NOTIFY THE OWNER OF THE PROPERTY OF THE REQUIREMENTS OF FLORIDA LIEN LAW, FS713.

ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE ABOVE AND ALL APPLICABLE CITY CODES AND ORDINANCES.

PERMIT VOID IF CONSTRUCTION NOT STARTED WITHIN SIX (6) MONTHS OR IF CITY ORDINANCE IS VIOLATED.

HAVE SIGNATURE NOTARIZED AND COMPLETE LIEN LAW REQUIREMENTS IF JOB IS OVER \$2,500.

SUBMISSION OF APPLICATION DOES NOT CONSTITUTE PERMIT ISSUANCE. NO WORK SHALL COMMENCE PRIOR TO PERMIT ISSUANCE.



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SIGN APPLICATION ADDENDUM

ALL QUESTIONS MUST BE ANSWERED. USE N/A IF NOT APPLICABLE.

1. TOTAL SQUARE FOOTAGE OF ALL EXISTING SIGN(S): _____
2. TOTAL SQUARE FOOTAGE OF ALL PROPOSED SIGN(S): _____
3. ZONING DISTRICT: _____
4. TYPE OF SIGNS (GROUND/POLE, WALL MOUNTED, AWNING, TRAILER, ETC): _____
 FOR A TEMPORARY SIGN, SHOW DATES REQUESTED: FROM: _____ TO: _____
5. TYPE OF CONSTRUCTION OF SIGN(S): _____
6. LOT FRONTAGE: _____ BUILDING FRONTAGE: _____
7. WILL SIGN BE ELECTRICALLY LIGHTED? YES: _____ NO: _____
 IF YES, COMPLETE 8-10.
8. RECOGNIZED TESTING LABORATORY UL OR ETL NUMBER: _____
9. SIGN MANUFACTURER: _____
10. ELECTRICAL CONTRACTOR: _____

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THE SIGN PERMIT APPLICATION:

1. BUILDING PERMIT APPLICATION ALONG WITH THREE (3) SETS OF DRAWINGS (ENGINEER SEALED PLANS MAY BE REQUIRED).
2. A FULLY DIMENSIONED SITE PLAN SHOWING THE LOT FRONTAGE, BUILDING FRONTAGE, PARKING AREAS, AND LOCATION OF ALL EXISTING AND PROPOSED SIGNS. FOR FREESTANDING SIGNS, THE SITE PLAN MUST SHOW THE DISTANCE FROM THE RIGHT-OF-WAY AND EDGE OF PAVEMENT, AND STREET CORNER VISIBILITY CALCULATIONS, WHERE APPLICABLE.
3. SITE PLAN (NOTE: DOES NOT APPLY TO TEMPORARY SIGNS):
 - A. PROVIDE SUMMARY TABLE LISTING LOCATION, TYPE, AND AREA OF ALL EXISTING AND PROPOSED SIGNS.
 - B. PROVIDE FULLY DIMENSIONED ELEVATION DRAWING OF THE PROPOSED SIGN, SHOWING SIGN TYPE, HEIGHT, AND COPY AREA.
 - C. FOR WALL SIGNS, PROVIDE AN ELEVATION OF THE BUILDING SHOWING PLACEMENT OF THE SIGN.
4. PROVIDE CONSTRUCTION DETAILS: TYPE OF CONSTRUCTION, SIGN SUPPORTS, ELECTRICAL DETAILS, ETC.
 - A. FOR FREESTANDING SIGNS: SHOW MINIMUM 100 MPH WIND LOAD CALCULATIONS AND FOOTER DETAILS.
 - B. ALL ELECTRIC SIGNS MUST HAVE A LABEL FROM A RECOGNIZED TESTING LABORATORY VISIBLE FROM THE GROUND. AN ELECTRICAL DISCONNECT AT THE SIGN SHALL BE PROVIDED. INSTALLED IN ACCORDANCE WITH THE NEC, ARTICLE 600.
 - C. FOR NEON SIGN: ALL SIGNS AND OUTLINE LIGHTING LISTED IN ACCORDANCE WITH UL 48 AND INSTALLED IN ACCORDANCE WITH THE NEC. NEED TO SUBMIT PERTINENT DETAILED DRAWINGS FROM NEON INSTALLATION MANUAL.