



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

APPLICATION FOR PORTABLE SIGN PERMIT*
Form #DCI121 (rev. 02/20)

***Private Property Only**

A Portable Sign is a temporary sign on private property.
 For wall signs, please use "Sign Permit" application.

You will be notified when your permit is ready; please do not submit payment with permit application.

A drawing or photo of the proposed sign is required.
 A site plan for all ground signs denoting location and setbacks from property lines is required.

Project Address _____
 Project Name _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Phone (_____) _____

Applicant _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Phone (_____) _____
 Email Address _____

Temporary Sign time period: From _____ to _____
 (Not to exceed 30-day time period)

Location of Sign: _____

Note: Signs are not permitted in public right-of-way, parkway, or vision clearance areas.

Sign Width: _____ Sign Length: _____ Square Feet _____

Note: Sign area not to exceed 32 square feet.

Section 15.07D of the City of Kenosha General Code stipulates the following:

- A Portable Sign Permit shall allow use of a Portable Sign for a 30-day time period
- Only two (2) Portable Sign Permits shall be issued with respect to the same premise in any calendar year
- All Portable Signs shall be anchored and supported which reasonably prevents the possibility of signs becoming hazards to public health and safety. Any portable sign weighing in excess of fifty (50) pounds must conform to the requirements of the City Building Code

DESCRIPTION	PRICE PER UNIT	QUANTITY
PORTABLE SIGN	\$ 60.00 Ea.	_____

If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances

If at any time during or after the approval process, you determine that you will not proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional \$100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Property Owner's Signature: _____ **Date:** _____