

**APPLICATION FOR
SIGN PERMIT
COVER SHEET**

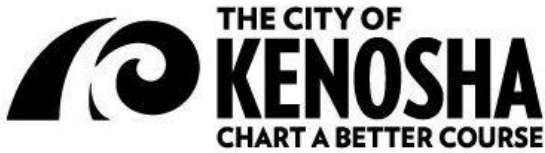
Project Address _____

The following items must be completed and submitted as a packet:

1. _____ Sign Permit application.
2. _____ Sign Connection Permit application if applicable.
3. _____ One (1) drawing or photo (size 8 1/2" x 11" or 11" x 17") of proposed sign.
4. _____ One (1) drawing or photo (size 8 1/2" x 11" or 11" x 17") denoting location of proposed sign on building wall surface (for all wall signs). Include a scaled or dimensioned building elevation.
5. _____ One (1) site plan (size 8 1/2" x 11" or 11" x 17") denoting location of proposed sign and setbacks from property lines (for all ground signs). Also required for existing ground signs with face changes only.
6. _____ Prior to submitting this Sign Permit application packet, a Business Occupancy permit application must be submitted and approved (for all new businesses or businesses relocating to another location).

Please Note: The billing notices for the sign and the electrical permits will be sent to the sign contractor.

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.



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

APPLICATION FOR SIGN PERMIT
Form #DCI130 (rev. 03/24)

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

Project Address _____ Suite number _____
 Project Name _____ Contractor _____
 Mailing Address _____ Mailing Address _____
 City _____ State _____ Zip _____ City _____ State _____ Zip _____
 Phone (_____) _____ Phone (_____) _____
 Estimated Cost _____ Contractor's e-mail address _____

Sign Type: Wall _____ Pole/Ground Mounted _____ Monument _____ Projecting _____ Wall Banner _____

Unified Business Center Sign _____ Canopy/Awning _____ (If Canopy/Awning category is checked, a Canopy/Awning Permit application may be required with this Sign Application)

Size*: _____ by _____ Sq. Ft. _____ # of Identical Signs _____

*calculate total **surface** area for monument signs, including base

Setbacks (required for new or existing ground signs): Front _____ Rear _____ Left _____ Right _____

Sign Height _____ Is the proposed sign illuminated?: Yes _____ No _____

If the sign is illuminated, is this a Cabinet Lens/Face change only?: Yes _____ No _____ If "No," attached page **must** be completed and signed by a State of Wisconsin licensed electrician.

List all existing wall and/or freestanding signs on subject property: _____

Licensing requirements for contractors:
 Per Section 15.08 (A) of the Code of General Ordinances, a license from the City Clerk shall be required for any person...engaged in the erection, placement, replacement, movement, establishment, originally painting, construction, installation, conversion...of any...Sign, with the exception of nonelectrical Monument Signs, Wall Signs, and Exempt Signs.
 City of Kenosha Sign Erector's license number _____ Expiration _____

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of the this permit; I 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 (required) _____ Date _____

Please Print Name _____

Licensee's Signature (required) _____ Date _____

Please Print Name _____

DESCRIPTION	FEE	QUANTITY
PER SQ. FT. PER SIGN FACE	\$ 1.20 per sq. ft.	_____
SIGN MINIMUM FEE	\$ 90.00 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



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

APPLICATION FOR SIGN CONNECTION PERMIT*
Form #DCI145 (Rev. 01/20)

***COMMERCIAL ELECTRIC**

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

Project Address _____	Suite _____
Project Name _____	Contractor _____
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone (_____) _____	Phone (_____) _____
	Contractor e-mail _____

Estimated Cost _____

CHECK ONE: New Building ___ Existing ___ CHECK ONE: Commercial ___ Multi-family (3 or more units) ___

Any contractor that performs electrical work must possess the following two licenses:

1) Wisconsin Master Electrician's License number _____ Expiration _____

2) Wisconsin Electrical Contractor's License number _____ Expiration _____

Licenses are available through the Department of Safety & Professional Services (DSPS) at: dsps.wi.gov

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.

Master Electrician's Signature _____ **Date** _____

Please Print Name _____

IT IS THE ELECTRICAL CONTRACTOR'S RESPONSIBILITY TO CALL FOR INSPECTION OF THE SIGN CONNECTION.

DESCRIPTION	FEE	QUANTITY
SIGN CONNECTION FEE	\$ 90.00 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