City of Elkhorn

Residential Building Permit
Information Packet

Sign Application
City of Elkhorn

Sign Application

The following information is needed for all sign application:

1. Application: application for a sign, awning or canopy permit shall be made on forms provided by the Zoning Administrator/Building Inspector or City Clerk and shall contain or have attached thereto the following information:
   - Name, address and telephone number of the applicant. Location of building, structure or lot to which or upon which the sign, awning or canopy is to be attached or erected
   - Name of person, firm, corporation or association erecting the sign awning or canopy
   - Written consent of the owner or lessee of the building structure or land to which or upon which the sign, awning or canopy is to be affixed
   - A scale drawing of such sign, awning or canopy indicating the dimensions, materials to be used, type of illumination, if any, and the method of construction and attachment
   - A plat of survey prepared by a land surveyor registered in Wisconsin or other map drawn to scale and approved by the Zoning Administrator/Building Inspector showing the location of such sign, awning or canopy in relation to property lines, building and structures
   - Copies of any other permit required and issued for the sign, awning or canopy, including written approval by the Building Inspector and Electrical Inspector (in the case if illuminated sign, awnings or canopies) who shall examine the plans and specifications, re-inspecting all wiring and connections to determine if the same complies with the City Electrical Code
   - Additional information, as may be required, by the Zoning Administrator/Building Inspector or City Plan Commission

** It is your responsibility as the applicant to place the permit card on the premises, visible from the street and protected from the weather. Construction Drive and silt fence shall be installed prior to construction**

Elkhorn Building & Zoning
Joe Mesler, Building Inspector
Monday & Wednesday, 1pm-4pm
262-741-5124 office, fax 262-741-5135
262-215-3711 cell

Audrey Boss, Zoning Administrator
Tuesday & Thursday, 9am-12pm
262-741-5124, fax 262-741-5135
262-749-0724 cell

Inspection requests need to be called in at 262-215-3711, with 48hrs notice preferred, although same day inspections may be handled. Please see attached sheets for a list of the required inspections and the information needed when requesting an inspection.
Inspection Requests Information

To place an inspection, call Joe at:

262-741-5124
or
262-215-3711

Please be ready to provide the following information. Your inspection CANNOT be scheduled without this information

• Municipality
• Inspection Address
• Permit Number
• Owner’s Name
• Contractor
• Contact Phone Number
• Inspection Type
• Date & Time Ready for Inspection

Access for the inspector is required (ex: ladder, lock box, key location, etc.)

Thank You for your Cooperation!
Sample of Scale Plot Plan – Directions

1. List the direction of north on the plot

2. List what the scale is (e.g. 1’=30’)

3. Draw all structures existing and proposed on the plan to scale

4. Show location of well and septic

5. Be sure that the setbacks listed on the application are the same as on the plot plan

6. Label all structures

7. Setbacks are the distances from the closest point of a structure to a lot line

8. Show all streets that border the property

9. Setback requirements with a scaled plot plan are one and one half times the normal requirement that would be accepted with a plat of survey. EX: If the zoning requirement setback from the rear yard to the structure is 50 feet, it would be 75 feet if you are using a scaled plot plan. (A plat of survey is a survey done by a Wisconsin licensed surveyor).

10. Show the location of the driveway. This locates the front of the structure for zoning purposes

This is the minimum of information that is required

WITHOUT THIS INFORMATION YOUR APPLICATION WILL BE DENIED AND LENGTHEN THE TIME IT TAKES TO ISSUE YOUR PERMIT
Date: _____ / _____ / _____
Name of Applicant: _______________________
Address: ________________________________
Phone Number: __________________________
Project Description: _______________________
Present Zoning: __________________________

Important Required Data:
A – Lot Stakes Must Be Accessible
B – Show All Present Existing Buildings or Structures on your Lot
C – Lot Size and Building Location
D – Indicate North Direction
* Dimensions as Per Zoning Ordinance

Sketch Your Plot Plan Below – Supply Complete Information – Locate Buildings On Lot & Show All Dimensions To Lot Lines – See Sketch Above For Example

Date: _____ / _____ / _____   Signature: ________________________________
**UNIFORM SIGN PERMIT APPLICATION**

**ISSUING MUNICIPALITY**

CITY OF ELKHORN

**PROJECT LOCATION**

(Building Address)

**PROJECT DESCRIPTION**

☐ COMMERCIAL  ☐ RESIDENTIAL

Owner's Name  Mailing Address  Telephone - Include Area Code

Contractor's Name  Mailing Address  Telephone - Include Area Code

**SITE**

Lot: Average Width  Average Depth

Subdivision Name  Lot No.  Block No.

Zoning District  Total Area

Setbacks N.S.E.W.

Front  Rear  Left  Right

**1. PROJECT**

☐ New  ☐ Alteration  ☐ Raze  ☐ Addition  ☐ Move

☐ Residential  ☐ Commercial  ☐ Other

☐ Seasonal  ☐ Permanent  ☐ Other

☐ Wall  ☐ Ground  ☐ Projecting  ☐ Root  ☐ Pole  ☐ Other

**2. AREA - SIGN FACE**

1st Side  Sq. Ft.

2nd Side  Sq. Ft.

Other  Sq. Ft.

TOTAL  Sq. Ft.

**3. TYPE**

Outside  ☐ Illuminated  ☐ Existing Signs

**4. USE**

☐ Wall  ☐ Ground  ☐ Projecting  ☐ Root  ☐ Pole  ☐ Other

**5. HEIGHT**

**9. ESTIMATED COST**

Internally  ☐ Externally

Total Sq. Ft.

**6. SHORELAND/FLOODLAND**

Shore setback  feet from sign to ordinary high water mark.

Floodplain setback  feet from sign to 100 year floodplain.

**TYPE OF MATERIAL**

☐ Wood  ☐ Metal  ☐ Plastic  ☐ Canvas  ☐ Other

**EXISTING SIGN**

Sign 1: Size: Width  Height  Setback  Offset

Sign 2: Size: Width  Height  Setback  Offset

**PLAT OF SURVEY INCLUDING THE FOLLOWING INFORMATION:**

1) Location and dimensions of Lot.  2) Location and dimensions of all existing and proposed buildings on the Lot.  3) Location, centerline and grade of all abutting streets.  4) Floor elevation of proposed new buildings.  5) High water line of any water body which Lot abuts.  6) Location of any existing or proposed wells, septic systems, public sewer or water mains on the Lot.  7) Location of any proposed and existing signs.

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit created no legal liability, express or implied, of the Department, Municipality, Agency or inspector, and certifies that all the above information is accurate.

**SIGNATURE OF APPLICANT**

DATE

**CONDITIONS OF APPROVAL**

This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. Have Permit/Application number and address when requesting inspections. Call 262-741-5115.

Give at least 72 hours notice.

**FEES:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Plan Review Fee</td>
<td></td>
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<tr>
<td>Inspection Fee</td>
<td></td>
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<tr>
<td>Administration Fee</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
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</tbody>
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**PERMIT(S) REQUIRED:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Required</th>
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<tbody>
<tr>
<td>Construction</td>
<td></td>
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<tr>
<td>HVAC</td>
<td></td>
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<tr>
<td>Electrical</td>
<td></td>
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<tr>
<td>Plumbing</td>
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<td>Other</td>
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**PERMIT EXPIRATION:**

Name:
Date:
Certification No.
Cautionary Statement To Owners
Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Ss. 101.654 (2) (a), the following consequences might occur:

(a) **The owner may be held liable** for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) **The owner may not be able to collect from the contractor damages** for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under Ss. 101.654(1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Additionally:** Wisconsin Statute: 101.6 Compliance and penalties. (1) “Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one and two family dwelling code.”

**Consequently:** If the owner signs the Permit Application, the owner is held responsible for any code violation, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

If a contractor signs the Permit as agent for the owner, the contractor is held responsible for any code violations, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

Owner Signature: ________________________________  Date: ___/___/______