# **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 bused, 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 my 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.

\*\*Inspection requests need to be called in with 48 hrs 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.

## City of E1khorn Building Inspection & Zoning Departments Zoning Administrator (262) 741-5124

INPROJECT       3: TYPE       4. USE       7. SIGN TYPE       10. PRESENT USE OR:OCCUPANC1         New with a regular       Readential Commercial       Secsonal       Ground       Ground         Attendition       Roze       Secsonal       Projecting       Root         Other       Other       Pole       Other       EXISTING SIGNS         1st Side       Sq. Ft.       Internoliv       Extendity       Formation         1st Side       Sq. Ft.       Statemaker       Formation       Formation         Other       Sq. Ft.       Statemaker       Statemaker       Formation         TOTAL       Sq. Ft.       Statemaker       Statemaker       Formation         TYPE OF MATERIAL       Sq. Ft.       State statemaker       Formation       State statemaker         Wood       Metal       Other       State statemaker       State statemaker       Other       State statemaker         1) Location and dimensions of Loi. 2) Location and dimensions of all existing and proposed buildings on the Loi. 3) Location, centerline and grade of all existing statemaker on any proposed building statemaker       Stateward centerline and existing statemaker         1) Location and dimensions of Loi. 2) Location and dimensions of all existing and proposed buildings on the Loi. 3) Location of any wards body whaloi. Loi abuilts, 6) Location of any wards body whalo	Call: 262-741-5115		UNIFORM <b>SIGN</b> PERMIT APPLICATION						PERMIT NO. TAX KEY #		
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Second gradient       I/4	Contractor's Name			Mailing Ad	dress			Telephone - Inclu	ide Area Code		
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# WAIVER

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 S. 101.654 (2) (A), THE FOLLOWING CONSEQUENCES MIGHT OCCUR:

- A) THE OWNER MAY BE HELD LIABLE FOR ANY BODILY INQUIRY TO OR DEATH OF OTHERS OR FOR ANY DAMAGE TO THE PROPERTY OF OTHER THAT ARISES OUT OF THE WORK PERFORMED UNDER THE BUILDING PERMIT FOR THAT IS CAUSED BY ANY NEGLIGENCE OF THE CONTRACTOR THAT OCCURS IN CONNECTION WITH THE WORK PERFORMED UNDER THE BUILDING PERMIT.
- B) THE OWNER MAY NOT BE ABLE TO COLLECT FORM THE CONTRACTOR DAMAGES FOR ANY LOSS SUSTAINED BY THE OWNER BECAUSE OF A BIOLATION BY THE CONTRACTOR OF THE ONE-AND TWO-FAMILY DWELLING CODE OR AN ORDINANCE ENACTED UNDER SUB. (1) (A), BECAUSE OF ANY BODILY INURY TO OR DEATH OF OTHERS OR DAMAGE TO THE PROPERTY OF OTHERS THAT ID CAUSED BY ANY NEGLIGENCE BY THE CONTRACTOR THAT OCCURS IN CONNECTION WITH THE WORK PERFORMED UNDER THE BUILDING PERMIT.

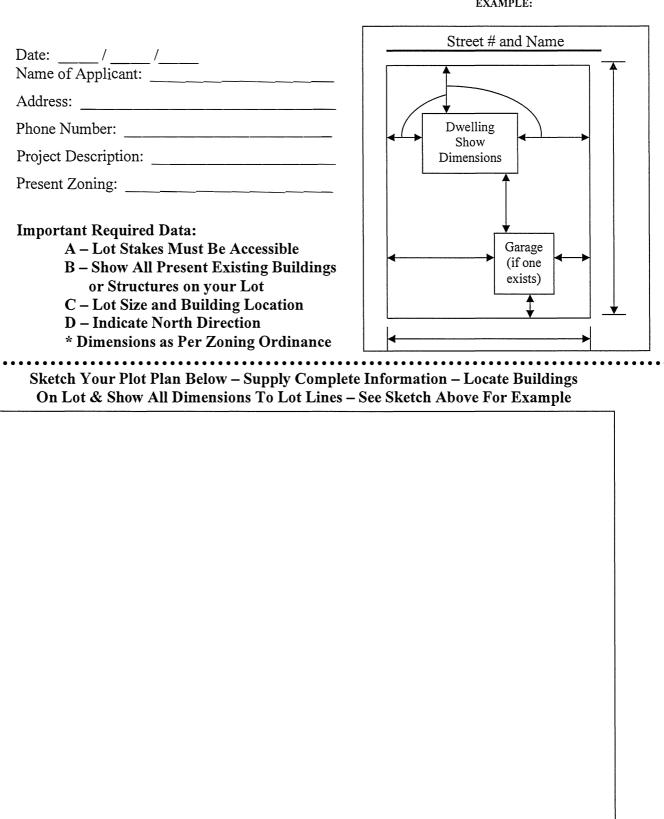
I HAVE RECEIVED AND READ THIS STATEMENT

SIGNED

	/	/
DATE		

#### **Building Permit – Plot Plan**

**EXAMPLE:** 



### **Inspection Requests Information**

To schedule an inspection

Call:

# (262) 741-5124

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.)

Inspection requests need to be called in with 48 hrs 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.

CITY OF ELKHORN BUILDING & ZONING DEPARTMENTS Zoning Administrator (262) 741-5124