

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 of 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.

**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 Inspection & Zoning Departments
Zoning Administrator
(262) 741-5124

Call:
262-741-5115

UNIFORM SIGN PERMIT APPLICATION

PERMIT NO. _____

TAX KEY # _____

**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

1/4. _____ 1/4. SECTION _____ T _____ N.R. _____ E(or)W _____

Lot: Average Width _____ Average Depth _____ Subdivision Name _____ Lot No. _____ Block No. _____

Zoning District _____ Total Area _____ Setbacks N.S.E.W. _____ Front _____ Ft. Rear _____ Ft. Left _____ Ft. Right _____ Ft.

1. PROJECT **3. TYPE** **4. USE** **7. SIGN TYPE** **10. PRESENT USE OR OCCUPANCY**

<input type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Residential	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Wall	<input type="checkbox"/> Ground
<input type="checkbox"/> Alteration	<input type="checkbox"/> Raze	<input type="checkbox"/> Commercial	<input type="checkbox"/> Permanent	<input type="checkbox"/> Projecting	<input type="checkbox"/> Roof
<input type="checkbox"/> Addition	<input type="checkbox"/> Move	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Pole	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____					

2. AREA - SIGN FACE **5. HEIGHT** **8. ILLUMINATED** **EXISTING SIGNS**

1st Side _____ Sq. Ft.

2nd Side _____ Sq. Ft.

Other _____ Sq. Ft.

TOTAL _____ Sq. Ft.

8. ILLUMINATED
 Internally
 Externally

9. ESTIMATED COST
TOTAL \$ _____

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 **EXISTING SIGN**

Wood Metal Other _____

Plastic Canvas _____

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 proposal 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:	PERMIT(S) REQUIRED	PERMIT EXPIRATION:	PERMIT ISSUED BY MUNICIPAL AGENT:
Plan Review Fee _____	<input type="checkbox"/> Construction _____	Permit expires two years from date issued unless otherwise noted below: _____	Name _____
Inspection Fee _____	<input type="checkbox"/> HVAC _____		Date _____
Administration Fee _____	<input type="checkbox"/> Electrical _____		Certification No. _____
Other _____	<input type="checkbox"/> Plumbing _____		
Total _____	<input type="checkbox"/> Other _____		

White - Municipal Files

Yellow - Clerk/Assessor

Pink - Applicant

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

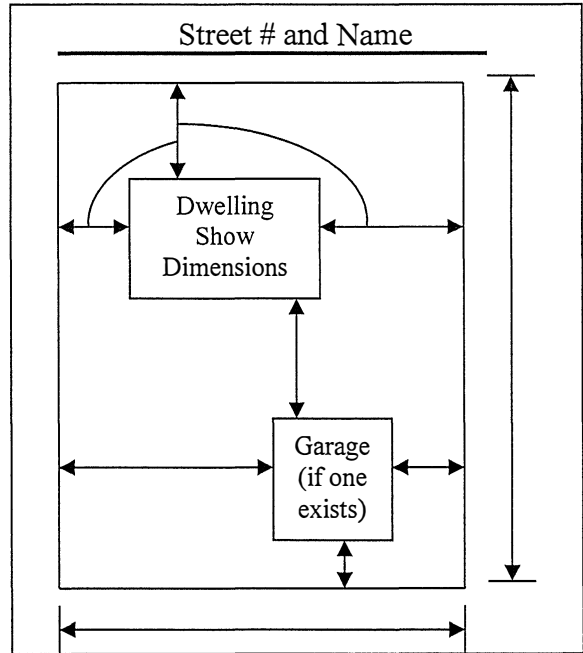
Building Permit – Plot Plan

EXAMPLE:

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



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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: _____

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.)

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BUILDING & ZONING DEPARTMENTS
Zoning Administrator
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