



SIGN PERMIT APPLICATION

Sign Type:

- | | | | |
|--|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Pole / Pylon | <input type="checkbox"/> Façade / Wall | <input type="checkbox"/> Roof | <input type="checkbox"/> Window |
| <input type="checkbox"/> Ground / Monument | <input type="checkbox"/> Projecting | <input type="checkbox"/> Electronic | <input type="checkbox"/> Entrance |
| <input type="checkbox"/> Drive Thrus | <input type="checkbox"/> Awning / Canopy | <input type="checkbox"/> Billboard | |

Sign Specifications:

Height (of sign face):	Width (of sign face):	Total Square Feet (of sign face):
Height (of total structure):	Width (of total structure):	Number of Display Sides:
Setback Information: <input type="checkbox"/> N/A <input type="checkbox"/> Front Yard: _____ <input type="checkbox"/> Rear Yard: _____ <input type="checkbox"/> Side Yard _____	Additional Information: Will sign be illuminated?* <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ *Provide a specifications sheet showing the proposed sign is a Listed (UL, ETL, or similar) sign as required by 2017 NFPA 70. Does sign front a Federal Aid Primary Highway*? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*HWY 35, HWY 53, HWY 157, State Road 16, Interstate 90</small> Explain: _____ Is sign on a corner lot? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If you have any questions, please contact the Planning / Zoning Department at 608-781-9590.

No sign can be energized until after it has been inspected by the Onalaska Inspection Department. In the event that construction, installation, or manufacture of a sign for which a permit has been issued has not commenced within one hundred and eighty (180) days (6 months), from the date of issuance, said permit shall be null and void and automatically revoked. In such cases a new permit shall be obtained to complete the work and a new permit fee shall be required. Any person, firm or corporation engaged in the business of erecting, repairing, maintaining or relocating any sign shall maintain in effect, at all times a policy of liability insurance with limits of \$300,000 for bodily injury and \$1 million aggregate and \$100,000 property damage. Proof of insurance shall be presented to the Inspection Department before a Sign Permit is granted. One (1) Sign Permit is required for each new sign.

Additional Information Regarding Sign:**Conditions of Approval:** N/A

- 1)
- 2)
- 3)
- 4)
- 5)

Conditionally Approved By: _____

Date Conditionally Approved: _____



APPLICANT INFORMATION

Property Address:
Parcel Number: 18-
Zoning District:

Applicant:
Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Business:
Owner/Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Property Owner:
Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

The undersigned hereby makes application at the location stated herein. Ther undersigned agrees that all work shall be done in accordance with the requirements of the Onalaska Sign Ordinance (Title 14) and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant:	Date:
Signature of Property Owner:	Date:

The following checklist will ensure the timely processing of your sign permit:

- ➔ **Site Sketch / Map** (including:)
 - Property Lines & Dimensions
 - Location of all Right-of-Way lines
 - Location of Proposed Sign(s)
 - Existing Signage
 - Building Dimensions (for proposed wall signs)
 - Location of all Buildings & Setbacks from Property Lines
- ➔ **Sketch or Photo of Proposed Sign** (including:)
 - Dimensions of Sign(s)
 - Sign Design & Colors / Message
 - Type of Illumination / Lighting Details
 - Sign Materials & Type of Support System
- ➔ **Permit Fee** (Payable to the City of Onalaska)
 - Non-Illuminated Sign (façade, projecting, awning/canopy, etc.) \$50.00 + \$0.60/per square foot
 - Illuminated Sign (façade, projecting, awning/canopy, etc.) \$95.00 + \$0.60/per square foot
 - New Freestanding/Ground Sign: \$95.00 + \$0.60/per square foot

Display Area: _____ square feet (count both sides of a 2-sided sign)

Total Fee: \$ _____

OFFICE USE ONLY:	Compliance with Conditions:
Sign Inspection Date:	Inspection Notes:
Sign Inspected by:	