



Community Development
Department

444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Ph: (715) 421-8228 • Fax: (715) 421-8291

Sign Permit Application

For Office Use Only

Date:	Zoning:	Permit Fee:	Permit #:
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Please fill out one sign application for each sign.

PROPERTY INFORMATION:	
Address of Sign Location:	Parcel #: 34-
Development Name:	

OWNER INFORMATION:	
Owner Name:	
Address, City, State, and Zip:	
Phone Number:	Fax Number:

CONTRACTOR INFORMATION:	
General Contractor Name:	
Address:	
City, State Zip:	
Phone Number:	Fax Number:

PERMANENT SIGN INFORMATION:			
<input type="checkbox"/> Wall	Height ____ ft. ____ in.	Width ____ ft. ____ in.	Square Feet _____
<input type="checkbox"/> Freestanding	Face Height ____ ft. ____ in.	Face Width ____ ft. ____ in.	Square Feet _____
Total Sign Height: ____ ft. ____ in. <i>(Total sign height is from grade to the top of the structure)</i>			
Setbacks: Front ____ ft. ____ in. / Side ____ ft. ____ in. / Side ____ ft. ____ in. / Rear ____ ft. ____ in.			
<input type="checkbox"/> Illuminated (Internal or External) – If illuminated, a separate electrical permit must be obtained.			
Proposed Installation Date: (/ /)		Sign Message:	
Number of Faces: _____	Sign Cost: \$ _____	Longest Street Width: _____ Feet	
Total Area of All Signs Currently on Building/Property: _____ Square Feet			
Permit Fee: \$50.00 per sign. \$150.00 for sign alternative/variance request.			

TEMPORARY SIGN INFORMATION:			
<input type="checkbox"/> Type _____	Face Height ____ ft. ____ in.	Face Width ____ ft. ____ in.	Square Feet _____
Sign Message: _____			
Dates of Duration: (____ / ____ / ____) to (____ / ____ / ____) <i>Maximum of 15 Days Per Event, Maximum of 4 Events Per Year</i>			
Number of Faces: _____	Sign Cost: \$ _____	Longest Street Width: _____ Feet	
Total Area of All Signs Currently on Building/Property: _____ Square Feet			
Setback from property lines	Front ____ ft. ____ in.	Side ____ ft. ____ in.	Side ____ ft. ____ in. Rear ____ ft. ____ in.
Permit Fee: \$15.00			

PLAN SUBMITTAL REQUIREMENTS

Submit one set of plans that includes the following information:

- Diagram with sign dimensions
- Description of construction materials
- Site plan including distance from public right-of-ways and adjacent property lines (wall signs excluded)
- A photograph or rendering of the location for the proposed sign

Please Note: Failure to provide a complete application, including the information listed above, may result in a delay in the application process, or denial of the permit request.

The applicant hereby agrees to comply with all laws and regulations of the City of Wisconsin Rapids and the State of Wisconsin. The applicant further agrees in consideration of the issuance of the permit to hold the City of Wisconsin harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. The permit as applied for shall be granted subject to revocation when any law or regulation of the City of Wisconsin Rapids or the State of Wisconsin is violated or when inspection reveals that the sign or signboard creates a hazard or is a detriment to the public health, safety, aesthetics, or general welfare of the public.

Applicant Signature: _____ Date: _____

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VARIANCE INFORMATION:	
Variance: Yes/No	Variance Date:
Variance Details:	

Other Comments: _____

Approved by : _____ Date: _____