



Sign Permit Application

City of Schofield 351 Alderson Street,
Schofield, WI 54476 715-359-5230
mthuot@cityofschofield.org

Please fill out one sign application for each sign.

PROPERTY INFORMATION:		
Address of Sign Location:		
Development Name:		
OWNER INFORMATION:		
Owner Name:		
Address, City, State and Zip:		
Phone Number:	Email:	
CONTRACTOR INFORMATION:		
General Contractor Name:		
Address, City, State and Zip:		
Phone Number:	Email:	
PERMANENT SIGN INFORMATION:		
<input type="checkbox"/> New Sign Installation	<input type="checkbox"/> Expansion	<input type="checkbox"/> Remodel
<input type="checkbox"/> Pedestal	<input type="checkbox"/> On Wall	
Proposed Installation Date _____		(Must be after Permit issued by City)
Sign Message: _____		
<input type="checkbox"/> Wall	Height _____ ft. _____ in.	Width _____ ft. _____ in. Length of Building _____
<input type="checkbox"/> Freestanding	Face Height _____ ft. _____ in. Face Width _____ ft. _____ in. Square Feet _____	Total Sign Height _____ ft. _____ in. (Total sign height is from grade to the top of the structure)
Setbacks from ROW: Front _____ ft. _____ in./Side _____ ft. _____ in./Side _____ ft. _____ in./Rear _____ ft. _____ in.		
<input type="checkbox"/> Illuminated		
Number of faces on sign: _____		
Permit Fee: \$35.00 plus \$1.00 per sq. ft. of the sign area.		
Make checks payable to: City of Schofield OR Credit/Debit Card (2.65% Convenience Fee Applies) 200 Park Street Schofield, WI 54476		

PLAN SUBMITTAL REQUIREMENTS:

Submit one set of plans that include the following information:

- *Elevation drawing.* A scaled elevation drawing of such sign indicating the dimensions, the materials to be used, the type of illumination, if any, and the method of construction and attachment. Photographs may be submitted in lieu of drawings, but dimensions must be given on attached material.
- *Site plan.* A scaled site plan drawing indicating the location and position of a permanent sign in relation to nearby buildings, structures, and/or vision triangle.
- A photograph or rendering of the location for the proposed sign.
- *Loading calculations.* Loading and structural calculations must be submitted with permit, for all freestanding signs over ten feet high or over 32 square feet in area.
- *Liability insurance or surety.* Every applicant for a sign permit for a sign with a value of \$10,000.00 or more shall execute a surety, before the permit is granted. A liability insurance policy issued by an insurance company authorized to do business in the state and conforming to the requirements of this section may be permitted by the city in lieu of a bond. Surety is not required for temporary signs and nonconforming existing signs.
In the case of a surety, the surety shall be equal to the value of the sign; and it shall be of a form and type of bond or insurance approved by the city. The surety shall indemnify the municipality against all loss, cost damages, or expense incurred or sustained by or recovered against the municipality because of the erection, construction, or maintenance of such 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 Schofield and the State of Wisconsin. The applicant further agrees in consideration of the issuance of the permit to hold the City of Schofield harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. The permits applied for shall be granted subject to revocation when any law or regulation of the City of Schofield 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: _____

Dated: _____

Sec. 43-43. - Sign permit review and approval.

(a) *Applications.* Sign permit applications shall be filed with the city clerk/treasurer at least 20 days prior to the plan commission meeting to allow for adequate review. The building inspector or city planner shall review the application and recommend in writing to the plan commission, approval, approval with conditions, or denial of the application. The plan commission shall decide on such application within 45 days of first consideration at a plan commission meeting, unless the time is extended by written agreement with the applicant.

(b) *Void sign permits.* A sign permit shall become void if work authorized under the permit has not been completed within six months of the date of issuance.

(c) *Permit required begin work.* No work can begin without a valid permit.

For Office Use Only			
Date:	Zoning:	Permit Fee:	Permit#:

Approved by: _____

Dated: _____

Other Comments: _____

