

PERMIT NO. \_\_\_\_\_



Office Use Only	
<input type="checkbox"/>	Site plan or building elevation
<input type="checkbox"/>	Fee paid
<input type="checkbox"/>	Occupancy Permit
<input type="checkbox"/>	Electrical Permit if applicable
Approval Initials/Date: _____	

# SIGN PERMIT APPLICATION

## ONE APPLICATION PER SIGN

Reference Municipal Code Chapter 19: [https://library.municode.com/wi/greenfield/codes/code\\_of\\_ordinances](https://library.municode.com/wi/greenfield/codes/code_of_ordinances)

**\*Applications will be returned if sections are left blank\***

Property Address: \_\_\_\_\_ Property Tax Key No. \_\_\_\_\_

Sign Contractor Name/Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Business Representative Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Contact (if different): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Sign Details:** For Permanent and Temporary - Attach a Color Photo and Drawing with the Site Plan: Must convey dimensions to scale, colors, materials and location in relation to the properties lot lines.

### PERMANENT SIGN

Is Sign Internally Illuminated: Yes No (Note that all illuminated signs must have an Opaque Background)

Name of manufacturer and approved testing agency and listing number: \_\_\_\_\_

**Must submit an electrical permit signed by a licensed electrician with all illuminated sign permit applications.**

Sign Type:

Size:

Change in Signage:

Canopy	Height	_____	Existing Signage Removed:	_____ Sq. Ft.
Wall	Width	_____		
Ground/Monument	Total sq. ft.	_____	New Signage Added:	_____ Sq. Ft.
Directional	Sign Height	_____ (from grade)		

### TEMPORARY SIGN / BANNER

Size: Height \_\_\_\_\_ Width \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

This temporary sign will be installed on \_\_\_\_\_ and removed on \_\_\_\_\_ TOTAL of \_\_\_\_\_ Days.

### PERMIT FEES (check one)

- Permanent wall, awning/canopy or monument sign, 50 sf or less \$100
- Permanent wall, awning/canopy or monument sign, 51 sf to 100 sf \$150
- Permanent wall, awning/canopy or monument sign, 101 sf to 200 sf \$200
- Permanent wall, awning/canopy or monument sign, more than 200 sf \$250
- Temporary sign/banner \$60

Permit Copy will be mailed to the Sign Contractor address

(Fees are non-refundable)

**NOTE:** Failure to obtain a permit before sign installation has started may result in the total fee assessed at quadruple the standard fees.

By my signature, I state and agree, that I have carefully examined the completed application and do hereby certify that all information herein is true and correct, and I further certify that any and all work performed shall be done in accordance with the Ordinances of the City of Greenfield, and the Laws of the State of Wisconsin pertaining to the work described herein.

Applicant Name (Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_