



SIGN PERMIT APPLICATION

**Department of Community
and Economic Development**
 100 N. Jefferson Street, Rm 608
 Green Bay, WI 54301-5026
 (920) 448-3300 - phone
 (920) 448-3426 - fax
 inspsmail@greenbaywi.gov

General Information: Complete application and submit copy of plan and sign details with supporting documentation demonstrating compliance with Section 13.2000, Regulation of Signs, Green Bay Municipal Ordinance, prior to commencing installation.

Project Address:		Parcel #:	Zoning:	Project #:
Applicant Applicant is:		Property Owner	Sign Contractor	Property Owner (Required if other than Applicant)
Name		Name		
Company		Company		
Address		Address		
City, State, Zip		City, State, Zip		
Phone #	Fax #	Phone #	Fax #	
Email		Email		

Site Plan: [13-2004(a)] Provide a scaled site plan showing property lines, street(s), location of buildings, structures, drives, parking areas, and location of proposed sign and its supporting structure. Also, list all existing signs on the property below.

List and describe all existing signs on property (provide additional sheet if necessary) Check if NON-CONFORMING

1. _____
2. _____
3. _____

Construction Specifications: [13-2004(b)] Provide scaled drawings showing sign design, size, materials to be used, method of construction, lighting, and means of attachment to the building or the ground. Illuminated signs are required to have labels attached, one from a listed nationally recognized testing lab and separate label indicating the manufacturer's name, input amperes, and voltage. Both labels must be visible from the ground after installation and the sign must have an externally operable disconnect.

Sign Type: Awning Canopy Building Pole Monument Off-Premise Billboard Projecting Temporary - Display Period _____
 Fixed Face: Width _____ X Height _____ Area _____ SF Illuminated Internally Externally, # of Faces _____
 Reader Bd: Width _____ X Height _____ Area _____ SF Illuminated Internally Externally, # of Faces _____
 Sign Construction _____ Estimated Sign Cost \$ _____

Sign Contractor	Electrical Contractor (Required if sign is illuminated)
Name	Name License # (s.17.07)
Company	Company
Address	Address
City, State, Zip	City, State, Zip
Phone # Fax #	Phone # Fax #
Email	Email

Applicant Signature

Date

1. If work herein authorized is suspended or abandoned for one year any time after commencing work, this permit shall become null and void.
2. All signs exceeding 150 sq. ft. in area per side shall be designed by, and within five days of installation, shall be certified by a professional engineer registered in the State of Wisconsin that such sign meets all state and local construction requirements.
3. Signs having an electrical permit require a final inspection by the electrical inspector.