Sign Permit Application

Date of Application: _____

Address of property where sign will be erected: _____

Does the property have multiple addresses? Yes ☐ No ☐

    If yes, please list all addresses: _____

    _____

Is property vacant? Yes ☐ No ☐

    If yes, will the building be occupied and what date will the property be occupied? **Yes ☐ No ☐**

    Click here to enter a date.

Section 1 - Applicant

Applicant is the: Owner (of the real property) ☐   Lessee (of the real property) ☐

Name of Owner of Real Property: _____

    Address: _____

    Phone #: _____   Mobile #: _____   Email:_____

Name of Lessee of Real Property: _____

    Address: _____

    Phone #: _____   Mobile #: _____   Email:_____

Section 2 - Contractors

Sign Erector: _____

       Bond#: _____   License #: _____

       Address: _____

       Phone #: _____   Mobile #: _____   Email: _____

Electrical Contractor: _____

       Bond#: _____   License #: _____

       Address: _____

       Phone #: _____   Mobile #: _____   Email: _____

Picture or rendering must be attached depicting sign placement with before and after view.

Section 3 – Sign and Structure Details

Sign Category:

       On-Premise (Business ID):   Dynamic ☐   Static ☐

       Off-Premise (Advertising):   Dynamic ☐   Static ☐

       Temporary: ☐   Special Event: ☐

Sign Contents (Please provide a text, description, picture and shop drawing).

Type of Sign (Check all that apply):

☐ Awning   ☐ Canopy   ☐ Free Standing   ☐ Marquee   ☐ Projecting

☐ Dynamic Image Display   ☐ Wall   ☐ Painted   ☐ Cabinet / Frame   ☐ Vinyl

☐ Projected Image   ☐ Flashing

Where is sign or sign structure mounted? ☐ Inside the Building   ☐ Outside the Building

Is the sign of sign structure attached to a building or wall? Yes ☐ No ☐

       If yes, which wall of building? N ☐ E ☐ S ☐ W ☐

       What is the dimension of wall on which the sign will be installed?

If this is a free standing sign, where is the sign located on the lot? N ☐ E ☐ S ☐ W ☐

Which direction does the sign copy face? N ☐ E ☐ S ☐ W ☐

Does any portion of the sign, sign structure or attachments cover, obscure, or obstruct an existing window in a residential unit whether occupied or not? Yes ☐ No ☐

Does any portion of the sign, sign structure, or attachments extend on or cover any section of the public way? Yes ☐ No ☐

If yes, please explain and provide photos of location. _____

_____

Sign Support Structure: Pole ☐   Roof ☐   Ground ☐   Building ☐   Windows ☐

Other ☐

Dimensions of Sign Structure (i.e. cabinet, frame, awning, canopy)

Length: _____ Feet _____ Inches   Height: _____ Feet _____ Inches

Depth: _____ Feet _____ Inches   Area: _____ SQ Ft   Weight: _____ lbs.

Shape of Sign: _____

Sign Height above Grade:

From Grade to Bottom of sign or sign structure, whichever is lowest: _____Feet

From Grade to Top of sign or sign structure, whichever is highest: _____Feet

Static: Yes ☐ No ☐

Illuminated: Yes ☐ No ☐

If yes – External ☐ Internal ☐

Electrical Contractor will Install: Feeders: Yes ☐ No ☐   Customer Leads: Yes ☐ No ☐

Number of Lamps: _____   Total Wattage: _____   Type of Lamp: _____

Dynamic Image Display: Yes ☐ No ☐

Max Nits: _____   Max Foot Candles: _____

Message Time (screen hold): _____ seconds   Self-Dimming Capability: Yes ☐ No ☐

What Is the Estimated Cost of the Sign? _____

Picture or rendering must be attached depicting sign placement with before and after view.

Section 4 – Zoning Information

Zoning District: Choose an item.

Total Street frontage of Property: _____ Feet

Total Area of new sign: _____ Sq. Ft   **Gross Area of all proposed signs:** _____ Sq. Ft

Total Area of all existing signs on Property: _____ Sq. Ft

Distance from sign or sign structure to curb line: _____ Feet

Section 5 – Signatures

Owner of Real Property: _____   **Date:**

Lessee of Real Property: _____   **Date:**

Sign Erector: _____   **Date:**

Electrical Contractor: _____   **Date:**

Picture or rendering must be attached depicting sign placement with before and after view.

Section 6 – Approvals

Marathon City
311 Walnut Street PO Box 487
Marathon City, WI 54448
(715) 443-2221

Application Accepted:	
Accepted by:	
Application Review Date:	
Approval Date:	
Approved by:	

Approval Signature: _____

Administrator