



SIGN PERMIT APPLICATION

PERMIT NUMBER _____ DATE: _____ PARCEL NUMBER _____

Permit Fee is \$50.00 per sign and 50 cents per square foot. NUMBER OF SIGNS _____

TOTAL SQUARE FOOTAGE OF SIGNS (BOTH SIDES IF ANY) _____ FEE: _____

OWNER OF PROPERTY: _____

ADDRESS OF OWNER: _____

TENANT/OCCUPANT OF PROPERTY: _____

ADDRESS OF PROPERTY: _____

TYPE OF SIGN: Free-standing ____ Ground ____ Wall ____ Projecting ____ Other ____

Material of Structure: _____

Moving or Flashing: YES NO Lighted: YES NO Total Sign Cost _____

If yes explain method _____

Wiring by (name, address, phone, license #): _____

Sign to be erected by (name, address, phone): _____

Distance above sidewalk/ground _____

Distance extended out from building _____

Distance from lot line: Front _____ Side(s) _____

Color/ specifics of sign: _____

*NOTE: If a picture of the sign is available, please attach to application. Also include construction drawings of signs to include installation instructions.

All signs shall conform to the sign ordinance of the City of Berlin. If the location of the sign falls under the DOT guidelines (being along a state highway), a permit from the WIDOT may be required as well.

The applicant further agrees that in considerations of the issuances of the permit, the City of Berlin is help harmless for any injury or damage caused by reason of the erection or maintenance of such sign.

Applicant Name _____ Date _____ Phone Number _____

NOTE: If the property is owned by someone other than the applicant, the owners approval is also needed to erect a sign.

Owner Name _____ Date _____ Phone Number _____

Approved By: _____ Phone # _____ Date _____