



Sign Permit Application Requirements

The Village of Brown Deer Building Board reviews all signs requiring a permit prior to the issuance of a building permit by the Building Inspector. Submitted application material is reviewed by Community Services Staff and if appropriate, discussed at the next regularly scheduled Building Board meeting. *The information below is a required minimum and other materials may be requested of the applicant during the review process.*

1. Completed Sign Permit Application.
2. Three copies of a scale drawing of the sign indicating the design, material to be used, color, message, type of illumination and all dimensions.
3. Three copies of a plat of survey or scaled drawing indicating the location and position of the sign on the property and in relation to nearby structures, property and signs. If proposing a wall sign include an elevation view of the sign located on the building along with the dimensions of the building.
4. Three copies of a color rendering or digital photographs of the existing premises, building or signage to assist the Building Board in making aesthetic decisions. If possible, it is recommended to include the proposed sign in photographs of existing conditions.
5. A complete application along with the appropriate fees and supporting material shall be submitted by 12:00 pm on the Tuesday before the next Building Board meeting. The Building Board meets on the 1st and 3rd Mondays of each month at 4:00 pm.
6. It is strongly recommended that someone representing the submittal be present at the Building Board meeting. The plans may be denied or laid over if details cannot be clarified at the meeting.

Sign Permit Application

Date: _____

Permit # _____

Type of sign applied for:

Building Board Review Fee: \$60.00, non-refundable. A \$1.00 per sq. ft. fee (\$60.00 minimum) is assessed when permit is issued.

- Ground Sign
 Changeable Copy Sign
 Subdivision Sign
 Special Event Sign or Banner
 Wall Sign
 Awning, Canopy or Marquee Sign
 Projecting Sign
 Multiple Tenant Sign

Project Location: _____

Estimated Cost: _____

Height:	Square Footage:	Height of Letters
Grade to Sign Clearance: Projection From Building:	Illumination: Y N Type:	Number of Sides: 1 2 other
Color of Signage Background:	Color of Sign Structure/Support:	Color of Lettering:
Sign Support Material:	Sign Framing Material:	Sign Surface Material:
Sign Message:		
Property Owner's Name:	Property Owner Address:	Telephone:
Tenant's Name:	Tenant Address:	Telephone:
Contractor's Name:	Contractor's Address:	Telephone:

The Applicant agrees to comply with applicable requirements of the Wisconsin Administrative Code, the Rules of the Department of Industry, Labor and Human Relations, and Section 121, Article IX of the Village of Brown Deer Village Code. The Applicant certifies that all information herein submitted is accurate and that a permit granted shall create no legal liability, express or implied, on the Department of Building Inspection of the Village of Brown Deer.

Signature of Applicant: _____

Date: _____

The Village of Brown Deer reserves the right not to accept an application that is deemed incomplete.

Permit Fee: _____