



4800 W. Green Brook Dr., Brown Deer, WI 53223  
414-371-3030 / Fax 414-371-3045

## **Sign Permit Application Requirements**

Village Code Section 121

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**The Village of Brown Deer Architectural Building Board reviews all signs, PRIOR to the issuance of the Building Permit by the Building Inspector including:**

**Ground Signs** – New construction & replacement letters/logo

**Building Wall Signs** – New installation & replacement

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**The information below is a required minimum & other materials may be requested of the applicant during the review process.**

- A complete application along with a **\$70.00 non-refundable Architectural Building Board Review fee** & supporting materials including (**ALL SAMPLES & COLORS OF THE MATERIALS TO BE USED**) shall be submitted by 4:30 pm on the Tuesday before the next scheduled meeting. The Architectural Building Board meets on the 1st and 3rd Monday of each month at 4:00 pm in the Earl McGovern Board room.
- Three (3) copies of a scale drawing of the sign indicating the design, material to be used, color, message, type of illumination & all dimensions. The plans for all new & replacement signs must be drawn to a scale of no smaller than 1/4" = 1'- 0". The plan submittal must include letter & background colors, letter size (s), logo size, color, message, & total sq. footage of the sign. For individual letters, a cross section of the letter must be included. **A colored rendering and color samples with identifying brand & color code numbers must be submitted with application.**
- Three (3) copies of a plat of survey or scaled drawing indicating the location & position of the sign(s) on the property in relation to the nearby structures, property & signs. If proposing a wall sign, include an elevation view of the sign located on the building, along with the scaled dimensions of the building.
- Three (3) copies of a color rendering or digital photographs of the existing and adjacent 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 the existing conditions.
- Meetings falling on a holiday will not be rescheduled.

**It is strongly recommended that someone representing the submittal be present at the Architectural Building Board meeting.**

**The plans may be denied or laid over if ALL DETAILS and SAMPLES cannot be clarified at the time of the meeting.**



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PERMIT NO:  
**PPR** \_\_\_ - \_\_\_  
**PS** \_\_\_ - \_\_\_

**SIGN PERMIT APPLICATION**

**REQUIRED: Separate PPR Building Board Review Application and Non-refundable \$70.00 Fee A \$1.00 per sq. ft. of sign fee (\$70.00 minimum) is assessed when the permit is issued.**

Property Address:			
Property Owner:		Owner Telephone:	
Mailing Address:		City	State Zip Code
New Tenant/Business Name:		(Print Name)	
Address:		City:	State: Zip Code:
Tenant Telephone:		Email Address:	
Contractor:		Contact Person (Print Name)	
Address:		City:	State: Zip:
License No:	Building Dwelling	Expires:	Contractor Telephone:

**Type of Sign applied for:**

<input type="checkbox"/> Awning, Canopy or Marquee Sign	<input type="checkbox"/> Banner or Special Event Sign	<input type="checkbox"/> Changeable Sign
<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Multi Tenant Sign
<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Subdivision Sign	<input type="checkbox"/> Wall Sign

Square Footage:	Height of Sign:	Height of Letters:
Grade to Sign Clearance:	Projection From Building:	Number of Sides: <input type="checkbox"/> One (1) <input type="checkbox"/> Two (2) <input type="checkbox"/> More How Many? _____
Color of Signage Background:	Color of Sign Structure/Support:	Color of Lettering:
Sign Support Material:	Sign Framing Material:	Sign Surface Material:
Is your sign ILLUMINATED? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> INTERNALLY LIT <input type="checkbox"/> EXTERNALLY LIT	<b>** An Electrical Permit must also be applied for by a Licensed Electrician</b>

Sign Message: \_\_\_\_\_

Estimated Cost of Work (You must put in a total)	\$	ARCH. BLDG BOARD FEE (NON-REFUNDABLE)	<b>\$70.00</b>
		TOTAL PERMIT FEE (\$70.00 MINIMUM)	\$

**DOUBLE FEES ARE DUE IF WORK IS STARTED BEFORE PERMIT IS ISSUED**

Inspections are required before any work is concealed, when work is complete, and prior to Occupancy or Use. Please have permit number and address when requesting inspections. Please give at least 24 hours notice. FINAL INSPECTIONS ARE MANDATORY.

It is Hereby Agreed between the undersigned as owner or his/her agent, and the Village of Brown Deer, that for and in consideration of the premises and of the permit to construct erect, alter or install and the occupancy of building as above described, to be issued and granted by the Building Inspector, that the work thereon will be done in accordance with the descriptions herein set forth in this statement, and as more fully described in the specifications and plans herewith filed; and it is further agreed to construct, erect, alter or install and occupy in strict compliance with the ordinances of the Village of Brown Deer, and to obey any and all lawful orders of the Building Inspector of the Village of Brown Deer, and all State Laws relating to the construction, alteration, repairs, removal and safety of buildings and other structures and permanent building equipment.

Signature Of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Rev 1/1/2021 I acknowledge that I have read and understand the cautionary and statute statements