



City of Kenosha  
 Department of Neighborhood Services and Inspections  
 625 52nd Street, Room 100, Kenosha, WI 53140  
 Phone: 262.653.4264, Fax: 262.653.4254

**APPLICATION PACKET  
 FOR  
 SIGN PERMIT**

**Project Address** \_\_\_\_\_

Note: This permit packet may be e-mailed in its entirety to grohde@kenosha.org

The following items must be completed and submitted as a packet:

1. \_\_\_\_\_ Sign permit application
2. \_\_\_\_\_ One (1) drawing or photo (size 8 1/2" x 11" or 11" x 17") for all signs indicating location on building wall surface
3. \_\_\_\_\_ One (1) photo and site plan (size 8 1/2" x 11" or 11" x 17") for all ground signs denoting location and setbacks from property lines

**Licensing requirements for contractors:**

4. \_\_\_\_\_ City of Kenosha Sign Erector's license number (required for all signs): \_\_\_\_\_  
 (this requirement does not apply to nonelectrical monument signs, wall signs, and exempt signs, in accordance with Section 15.08 (A) of the Code of General Ordinances)
5. \_\_\_\_\_ Building Contractor Registration (BCR) number: \_\_\_\_\_  
 (required for sign contractors of wall signs, projecting signs, canopies, or awnings per the State of Wisconsin, Department of Commerce, Safety and Buildings Division).  
**Note:** If the owner of the property is listed as the sign contractor, the BCR is not required; however, the attached "Cautionary Statement" must be signed by the property owner.
6. \_\_\_\_\_ For electrical contractors of illuminated signs:  
 Wisconsin Electrical Contractor  
 Certification Number: \_\_\_\_\_ Signature of Designee: \_\_\_\_\_  
 Wisconsin Master Electrician's License number: \_\_\_\_\_  
 Wisconsin Master Electrician's signature: \_\_\_\_\_  
 Print name: \_\_\_\_\_

*I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all the above information is accurate. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.*

**Property Owner's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Note:** You will be notified when your permit is ready; please do not submit payment with permit application.

**Inspection Required:** ☎ Call 262.653.4264 for final inspection when project is complete.



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Office Use Only:

**APPLICATION FOR SIGN PERMIT**

This document must be legible or will be returned.

Project Address \_\_\_\_\_ Contractor's e-mail address \_\_\_\_\_  
 Project Name \_\_\_\_\_ Contractor \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Estimated Cost \_\_\_\_\_ / \_\_\_\_\_  
 (include structural / electrical costs)  
 Size \_\_\_\_\_ by \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Number of Sign Faces \_\_\_\_\_  
 (calculate total **surface** area for monument signs)  
**Setbacks** (required for ground signs): Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_ Height \_\_\_\_\_  
**CHECK ONE** (Sign Type): Wall \_\_\_\_\_ Pole/Ground Mounted \_\_\_\_\_ Monument \_\_\_\_\_ Projecting \_\_\_\_\_  
 Unified Business Center Sign \_\_\_\_\_ Canopy/Awning \_\_\_\_\_ Wall Banner \_\_\_\_\_

List all existing signs on subject property: \_\_\_\_\_

**Office Use Only:**

DESCRIPTION	PRICE PER UNIT	QUANTITY
PER SQ. FT. PER SIGN FACE	\$ 1.20 per sq. ft.	_____
SIGN MINIMUM FEE	\$ 90.00	_____

**CHECK ONE:** Illuminated:  Yes  No Electrical Connections:  Yes  No

Indicate type of electrical work \_\_\_\_\_

Contractor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number: (\_\_\_\_) \_\_\_\_\_

Office Use Only:

**Office Use Only:**

DESCRIPTION	PRICE PER UNIT	QUANTITY
MINIMUM ELECTRICAL FEE	\$ 90.00 Ea.	_____

**CITY OF KENOSHA**  
**Department of Neighborhood Services and Inspections**

**CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS**

*101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:*

If the owner hires a contractor to perform work under the building permit, and the contractor is not bonded or insured as required under S.101.654(2)(a), the following consequences might occur:

- a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.
- b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two-family dwelling code or an ordinance enacted under Sub.(1)(a) because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**CAUTIONARY STATEMENT TO CONTRACTORS FOR  
PROJECTS INVOLVING BUILDING BUILT BEFORE 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs six (6) sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call 608.261.6876 or go to <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> for details of how to be in compliance.

**WETLANDS NOTICE TO PERMIT APPLICANTS**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

**ADDITIONAL RESPONSIBILITIES FOR  
OWNERS OF PROJECTS DISTURBING ONE OR MORE ACRE(S) OF SOIL**

I understand that this project is subject to Ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_