APPLICATION PACKET
FOR CANOPY/AWNING PERMIT
COVER SHEET

Project Address___________________________________________

For canopy installation and construction standards, please see Sign Ordinance, Chapter 15.06 F.

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

1. _____ Canopy / Awning permit application

2. _____ One (1) full size set of plans, AND
   _____ One (1) set of plans, size 8 1/2" x 11" or 11" x 17"

3. _____ One (1) site plan, showing location of structure, size 8 1/2" x 11" or 11" x 17"

4. _____ One (1) Certification that structure is made of fire-resistant materials

Describe proposed work:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

If at any time during or after the approval process you determine that you will not proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional $100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.

REQUIREMENTS FOR
CANOPY / AWNING (for smoking areas only)

➢ Fire extinguisher
➢ Self-extinguishing receptacle
➢ Upon completion of installation of canopy/awning, an inspection is required by the Fire Department
   ☎ Call 262.653.4110

Note: Occupancy is limited to ten sq. ft. (10') per person (example: 50 sq. ft. allows five people)
APPLICATION FOR CANOPY/AWNING PERMIT
Form #DCI102 (rev. 01/20)

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

Project Address ________________________________

Project Name ____________________________________

Contractor ______________________________________

Mailing Address ________________________________

Mailing Address ________________________________

City ____________________ State______ Zip________  City ___________________ State_______ Zip_______

Phone (________)______________________________   Phone (________)______________________________

Contractor e-mail______________________________

➔ Estimated Cost ________________________________

CHECK ONE: Canopy_______ Awning_________  Size:_________ by_________

Will the canopy/awning contain a commercial sign?  Yes___  No____  Note: If yes, a sign permit is required.

Is the canopy/awning illuminated?  Yes___  No____  Note: If yes, a commercial electrical permit application must be completed and submitted with this application.

Will lighting be provided?   Yes____    No____      If yes, specify:_____________________________________________

Will the structure project over public sidewalk and/or roadway?   Yes_____       No______

List type of heating and/or electrical equipment: __________________________________________________________

(Approved electrical and/or heating permits shall be required for new installations)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FEE</th>
<th>QTY</th>
<th>PLAN REVIEW</th>
<th>SQ. FT</th>
<th>FEE</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANOPY / AWNING</td>
<td>$ 60.00 Eea.</td>
<td>______</td>
<td>0-1,000</td>
<td>$ 180.00</td>
<td>______</td>
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<tr>
<td>NEW BUILDINGS</td>
<td>$.50 Per Sq. Ft.</td>
<td>______</td>
<td>1,001-2,500</td>
<td>$ 300.00</td>
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<td>FIRE P.B.INSPECTION -</td>
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<td>______</td>
<td>2,501-5,000</td>
<td>$ 420.00</td>
<td>______</td>
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<tr>
<td>(applies to smoking areas only)</td>
<td>$ 72.00 Eea.</td>
<td>______</td>
<td>5,001-10,000</td>
<td>$ 540.00</td>
<td>______</td>
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<td></td>
<td></td>
<td>______</td>
<td>10,001-20,000</td>
<td>$ 670.00</td>
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<td></td>
<td>______</td>
<td>20,001-30,000</td>
<td>$ 780.00</td>
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<td>______</td>
<td>30,001-40,000</td>
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<td>______</td>
<td>40,001-50,000</td>
<td>$ 1,020.00</td>
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<td>______</td>
<td>50,001-75,000</td>
<td>$ 1,140.00</td>
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<td>75,001-100,000</td>
<td>$ 1,260.00</td>
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<td>______</td>
<td>100,001-200,000</td>
<td>$ 1,380.00</td>
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<td>______</td>
<td>Over 200,000</td>
<td>$ 1,800.00</td>
<td>______</td>
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</tbody>
</table>

If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances

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 of the permit information herein 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.

Applicant Signature _______________________________     Date:_______________________

Please Print Name_________________________________________________

Department of City Inspections | 625 52 St Rm 100, Kenosha WI 53140 | Phone: 262.653.4263 | Fax: 262.653.4254 | Email: bldgpermits@kenosha.org | kenosha.org