VILLAGE OF PLEASANT PRAIRIE
SIGN PERMIT APPLICATION

1. All permit applications shall include the sign application and electrical permit application(s) if any electrical work, including low voltage electrical work and required information listed in the application (see attached).

2. If the owner obtains the permit, the owner is responsible to ensure that the contractor is provided with a copy other permit conditions. If the contractor obtains the permit, the contractor is responsible to ensure the owner is provided with a copy of the permit conditions.

3. Signs located within a development having a Commercial Owners Association will require that written approval from the Association be submitted with the application.

4. After a permit is obtained the following required inspections/certifications are required shall be scheduled with the Building Inspection Department:

   Staking Inspection: This inspection is required for all new free standing signs prior to sign installation. The Owner/Contractor is responsible to physically stake the location of the sign and the adjacent property lines so that that Village inspectors can readily determine that the proposed sign will meet the minimum setback requirement during the inspections.

   Electrical Inspection: This inspection is needed for any sign that requires a low voltage or other electrical permit.

   Letter of Compliance: Upon completion of the sign and prior to requesting a final inspection, the sign contractor shall provide signed, written verification on company letterhead addressed to the Zoning Administrator that the sign complies with the approved sign permit.

   Final Inspection: Upon completion of the sign and submitting the Letter of Compliance, a final inspection shall be scheduled with the Village.

All inspections shall be scheduled at least 24 hours in advance by calling (262) 694-9304.

Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

Village of Pleasant Prairie
Community Development Department (Planning and Zoning)
9915 39th Avenue
Pleasant Prairie, WI 53158
(262) 925-6717

Village of Pleasant Prairie
Building Inspection Department
9915 39th Avenue
Pleasant Prairie, WI 53158
(262) 694-9304

Rev 6/14

Filed _____ 20__ Approved _____ 20__

Application Fee Paid _____ 20__ Denied _____ 20__

VILLAGE OF PLEASANT PRAIRIE
SIGN PERMIT APPLICATION

To: Village Zoning Administrator:

I, (We), the undersigned do hereby submit an application for a sign permit(s) for the property located at: _____ and is legally described as follows: _____
(address)

_____

and further identified as Tax Parcel Number(s): _____

Current Zoning of the Property: _____

Is this property is part of a unified development? ❑ Yes ❑ No

If yes, the name of the unified development name: _____

Is the proposed sign(s) to be modified a nonconforming sign(s)? ❑ Yes ❑ No

If yes, please provide the following information: the cumulative cost of all modifications since the sign became nonconforming, and documentation supporting the figures provided with respect to the cost of the sign or sign modification, and the cost of replacement.

Aggregate permitted background commercial advertising sign area: The total area of commercial advertising signs that is permitted to exist on a property used for any business, manufacturing, institutional, recreational or agricultural purpose or use, exclusive of primary monument signs (or related sign area allowances), secondary monument signs, freeway signs (or related sign area allowances), other identification signs, drive-through customer information signs, on-site information signs, window signs (non-illuminated) or any temporary signs.

Total building floor area* of principal building: _____ sq. ft.

Square footage of existing signs on the property that contribute to the total aggregate permitted background commercial advertising signs: _____ sq. ft.

Square footage of new signs proposed with this application that contribute to the total aggregate permitted background commercial advertising signs: _____ sq. ft.

***Building floor area: the floor area of a principal building, based on the exterior dimensions of the building and the number of floors (but in the event of partial floors, counting only the area of such partial floors), less the area of any floor or any partial floor which is in an area of the building that is not fully enclosed, or is not heated, or is used for parking.**

Commercial Electrical Permit is required? ❑ Yes, attach to application ❑ No
Required when installing a new branch circuit from electrical panel to the sign.

Commercial Low Voltage Permit is required? ❑ Yes, attach to application ❑ No
Required when installing secondary wiring from sign power supply to sign letters.

9915 39th Avenue, Pleasant Prairie, Wisconsin 53158-6504
Building Inspection Department: Phone 262.925.6717 Fax 262.925.6786
Community Development Department: Phone 262.925.6717 Fax 262.925.6787
PleasantPrairieOnline.com

The following types and number of signs are included in this application for approval:

CHECK ONE: new sign	CHECK ONE: modify existing sign	Indicated # of signs	Type of Sign	Cost of Sign**
❑	❑	_____	Primary Monument Sign	$ _____
❑	❑	_____	Wall Sign	$ _____
❑	❑	_____	Real Estate Marketing Sign	$ _____
❑	❑	_____	Special Event Sign or Device	$ _____
❑	❑	_____	Temporary Development Sign	$ _____
❑	❑	_____	Other*_____	$ _____
❑	❑	_____	Other*_____	$ _____

***Other sign types include**: Agricultural Business Identification Sign, Bulletin Board Sign, Canopy Sign, Coming Soon Sign, Community Banner Sign, Decorative Pole Sign, Drive-through Customer Information Sign, Farm Identification Sign, Freeway Sign, Home Occupation Sign, Model Home Sign, Multi-family Residential Development Identification Sign, Non-residential Development Identification Sign, On-site Information Sign, Projecting Sign, Public Interest Sign, Roof Sign, Secondary Monument Sign, Single Family/Two Family Residential Development Identification Sign, Temporary Banner Sign or Window Sign (Illuminated)

_____ **TOTAL** **$** _____

_____ **Total number of freestanding signs proposed with this application**

_____ **Total number of non-freestanding signs or face change to an existing freestanding sign proposed with this application**

** **Cost:** the total cost of a new sign, or the total cost of any alterations, repairs or other modifications to an existing sign, including but not limited to parts, materials and labor, and design, fabrication, painting, purchase, installation, construction, wiring and lighting and any related site work.

I (We) have included a complete sign permit application and have attached the following documents and information:

1. **Scaled drawings, diagrams or photographs showing the display, base and/or other supporting structure or apparatus of the proposed sign**, and the appearance, design, colors, materials and dimensions of the sign (including the height and thickness of the sign, the horizontal and vertical dimensions of the sign display; and in the case of a freestanding sign, the height of the base under the sign display, the horizontal and vertical dimensions of the base, and the distance the base extends to either side of or above the display of the sign; and in the case of a projecting sign, the clearance of the sign and the maximum distance it extends from the building wall on or to which it is mounted or attached; and in the case of a wall sign, the maximum distance it extends from the surface of the wall and its actual and apparent position relative to any edge of the wall behind it; and in the case of a roof sign, the maximum distance it extends from the surface of the roof and its actual and apparent positioning relative to any edge of the roof behind it.
2. **A scaled site plan showing the location and orientation of the face(s) of the proposed sign on the property** and the distance from the closest part of any freestanding sign to any existing or proposed building or structure, property line, public highway or public street right-of-way line, sidewalk, driveway, private roadway, parking lot, overhead or underground wires, pipes, conduits or similar structures, or floodplain and/or wetland boundary within 35 feet of such sign (within 50 feet of a freestanding freeway sign), and the distance of the closest part of such sign to the ordinary high water mark of any navigable water within 90 feet of such sign.
3. **Detailed scaled plans and specifications for the installation or construction of any proposed sign**, which explain how the sign will satisfy all applicable safety standards.
4. **Detailed scaled plans and specifications for any landscaping or berming associated with any proposed sign**.
5. **Detailed scaled plans and specifications for any proposed lighting for a sign**, which explains how prohibited glare on any neighboring properties or on any public street will be avoided.

6. **Detailed scaled plans and specifications and operating limitations for any electronic changing message sign or changeable copy sign.**

7. **For a proposed sign modification, a copy of the sign permit for the existing sign and the supporting application and related documents and information**, together with all documents and information necessary to update, complete and make currently accurate such prior application and supporting documents and information and to fully describe, picture and explain the proposed alteration or modification.

8. **Commercial Electrical Permit** (attached) shall be submitted with this application when installing a new branch circuit from electrical panel to the sign.

9. **Commercial Low Voltage Permit** (attached) shall be submitted with this sign application when installing secondary wiring from sign power supply to sign letters.

10. **Additional information to further explain your application.**

11. **The non-refundable application fee.**

I,(We), hereby certify that all the above statements and attachments submitted herein are true and correct to the best of my knowledge.

I, (We), hereby apply for a sign permit(s) herein described and as shown on the attached plans, and hereby agree that all of the work will be done in accordance with all of the applicable ordinances of the Village of Pleasant Prairie, Wisconsin. The applicant further agrees to permit the inspection of the premises by the Village's Inspectors at any reasonable time.

APPLICANT:

Print Name: _____

Signature: _____

Address: _____

_____

(City) (State) (Zip)

Phone: _____

Fax: _____

Email: _____

Date _____

AGENT:

Print Name: _____

Signature: _____

Address: _____

_____

(City) (State) (Zip)

Phone: _____

Fax: _____

Email: _____

Date: _____

PROPERTY OWNER: (if different from the applicant)

Print Name: _____

Signature: _____

Address: _____

_____

(City) (State) (Zip)

Phone: _____

Fax: _____

Email: _____

Date _____

SIGN CONTRACTOR:

Print Name: _____

Signature: _____

Address: _____

_____

(City) (State) (Zip)

Phone: _____

Fax: _____

Email: _____

Date: _____

(If Applicable) Parent A/P # _____ - _____ - _____ A/P # _____ - _____ - _____

VILLAGE OF PLEASANT PRAIRIE

Commercial Electric Permit Application (including Multi-Family)

Owner's Name (Please PRINT)	Electrical Contractor's Company Name (Please PRINT)	Parcel ID #:	
		TENANT NAME /Project:	
Mailing Address	Mailing Address	Project Location (Building Address:	
City – State - Zip	City – State - Zip	Project Description:	
Telephone – Include Area Code ( )	Telephone – Include Area Code ( )	Estimated Value:	$ _____

TABLE A: ☐ NEW BUILDING - OR – ☐ ADDITION TO A BUILDING (Encompassing all electrical work)

TABLE A FEE CALCULATION:		EACH	QTY	FEE	TABLE A TOTAL
1	Base Fee	$35.00			
2	Plus	.03/Sq Ft for all areas			
				Total Table A (minimum fee $100.00)	$

TABLE B: ☐ ALTERATION WITHIN A BUILDING - associated with a building permit - OR - ☐ ALTERATION WITHIN A BUILDING – NOT associated with a building permit - OR - ☐ OTHER MISC. ITEMS (including, but not limited to: White box building, Standalone systems, street lights, etc.)

TABLE B FEE CALCULATION		EACH	QTY	FEE	TABLE B TOTAL
1	Light switch and convenience receptacle	.50			
2	Power receptacle over 150 volts	5.00			
3	Lighting fixtures – incandescent/florescent/LED	.50			
4	Exterior luminaires- ground lights, wall packs, pole lights	3.00			
5	Temporary service	40.00			
6	Service switch, each or alteration thereof FIRST 200 AMPERES	25.00			
7	PLUS if over 200 amperes – additional per 100 amps or a fraction thereof	10.00 / 100 amps			
8	Feeder, sub feeder, branch circuit and raceway. Per 100A or fraction thereof	10.00/ 100 amps			
9	Range, oven, clothes dryer, dishwasher, disposal, water heater	5.00			
10	Refrigeration unit up to 5 HP plus 1.00 per HP over 5	5.00 min.			
11	Furnace, unit heater	5.00			
12	Air conditioner up to 5 ton Plus 1.00 per ton over 5 ton	5.00			
13	Combination heating and air conditioning unit , split systems	20.00			
14	Medium voltage service (new or replace)	250.00			
15	Medium voltage feeder	100.00			
16	Medium voltage transformer	50.00			
17	Each motor, per HP or fraction thereof	.50 / HP – 1.00 Min			
18	Dispenser – gasoline, fuel oil, permanent vending machines, and well pump	6.00			
19	Generator, transformer, reactor, rectifier, capacitor, welder, & electric furnace	1.00 / kw			
20	Construction trailer	100.00			
21	Electric unit heating device, VAV's	5.00			
22	Dimmer, rheostat, occupancy sensor	2.00			
23	Swimming pool (Electrical wiring and grounding)	25.00			
24	Sign – Florescent, neon or incandescent, LED (primary power)	25.00			
25	Wire way, trough, cable tray	.25 ft./10.00			
26	Exit/EM light	5.00			
27	Fans – Bath – Paddle and miscellaneous under 1 HP	1.00			
28	Hydro Massage & Hot tubs	10.00			
29	Bus duct, Trench	15.00/.15 per ft.			
30	Fire Alarm Initiating and signaling devices	1.00			
31	Fire Alarm Control Panel, NAC panels & Industrial Control Panels	15.00			
				Total Table B (minimum fee $100.00)	$

TABLE C: ☐ MISCELLANEOUS

TABLE C FEE CALCULATION:		EACH	QTY	FEE	TABLE C TOTAL
1	REINSPECTION - $50.00				
2	FAILURE TO CALL FOR INSPECTION - $75.00				
3	TRIPLE FEES ARE DUE IF WORK IS STARTED BEFORE A PERMIT IS ISSUED				
4	Renewal (Permit valid for 1 year from date issued. To Renew - equals ½ original fee)				
				Total Table C	$

FEES SUBJECT TO CHANGE – FOR CURRENT FEES, SEE MOST RECENT FEE SCHEDULE

The undersigned Wisconsin Certified Contractor makes application for this permit on behalf of the property owner and therefore takes responsibility for all work for which this permit is issued for in accordance with all applicable State of Wisconsin Codes and all Village of Pleasant Prairie Codes.

Master Electrician's Name (Please PRINT) Last: First: Middle Initial:	Wisconsin Certification #	Date:
Master Electrician's Signature:	Contractor Email:	

Permits may require up to ten (10) working days to be processed.

Permit# is required to schedule inspection.

(If Applicable) Parent A/P # _____ - _____ - _____ A/P # _____ - _____ - _____

VILLAGE OF PLEASANT PRAIRIE

Commercial Low Voltage Permit Application (including Multi-Family)

Owner's Name (Please PRINT)	Contractor's Company Name (Please PRINT)	Parcel ID #:	
		TENANT NAME /Project:	
Mailing Address	Mailing Address	Project Location (Building Address:	
City – State - Zip	City – State - Zip	Project Description:	
Telephone – Include Area Code ( )	Telephone – Include Area Code ( )	Estimated Value:	$ _____

TABLE A: ☐ ALTERATION WITHIN A BUILDING - associated with a building permit - OR - ☐ ALTERATION WITHIN A BUILDING - NOT associated with a building permit - OR - ☐ OTHER MISCELLANEOUS ITEMS

	TABLE A FEE CALCULATION	EACH	QTY	FEE	TABLE A TOTAL
1	Control Panels	15.00			
2	Power supply	5.00			
3	REX	1.00			
4	Card readers	1.00			
5	Key pads	1.00			
6	Bio-readers	1.00			
7	Door strikes	1.00			
8	Indoor camera	5.00			
9	Outdoor camera	5.00			
10	Door magnet switches	1.00			
11	Multi-technology sensors	1.00			
12	Data racks	5.00			
13	Data/Phone jacks	.50			
14	WAP's	5.00			
15	Patch panels	2.00			
16	Punch down blocks	2.00			
17	UPS	5.00			
18	Speakers	1.00			
19	Receiver	5.00			
20	TV outlet jacks	.50			
21	Splitters/Boosters	1.00			
22	Low voltage/signaling/communication cable	10.00/.01 per ft.			
23	Signaling devices	1.00			
24	Initiating devices	1.00			
25	Relays	2.00			
26	Thermostats	2.00			
27	VAV's (low voltage)	5.00			
28	Dampers (low voltage)	5.00			
29	Signs- LED (secondary power)	25.00			
30					
31					
32					
		Total Table A (minimum fee $75.00)			$

TABLE B: ☐ MISCELLANEOUS

	TABLE B FEE CALCULATION:	EACH	QTY	FEE	TABLE B TOTAL
1	REINSPECTION - $50.00				
2	FAILURE TO CALL FOR INSPECTION - $75.00				
3	TRIPLE FEES ARE DUE IF WORK IS STARTED BEFORE A PERMIT IS ISSUED				
4	Renewal (Permit valid for 1 year from date issued. To Renew - equals ½ original fee)				
				Total Table B	$

FEES SUBJECT TO CHANGE – FOR CURRENT FEES, SEE MOST RECENT FEE SCHEDULE

The undersigned Wisconsin Certified Contractor makes application for this permit on behalf of the property owner and therefore takes responsibility for all work for which this permit is issued for in accordance with all applicable State of Wisconsin Codes and all Village of Pleasant Prairie Codes.

Name (Please PRINT) Last:	First:	Middle Initial:	Wisconsin Certification # N/A	Date:
Signature:			Contractor Email:	

Permits may require up to ten (10) working days to be processed.

Permit# is required to schedule inspection.

9915 39th Ave, Pleasant Prairie, WI 53158 Building Inspection Dept Tel# 262.694.9304 Fax # 262.925.6786