



<b>FOR OFFICE USE ONLY</b>	
Permit No: _____	
Tax Key No: _____	Rev 2-25

## VILLAGE OF WEST MILWAUKEE SIGN PERMIT APPLICATION

**ONE APPLICATION PER SIGN**

Reference Municipal Code Chapter 66: [https://library.municode.com/wi/west\\_milwaukee/codes/code\\_of\\_ordinances](https://library.municode.com/wi/west_milwaukee/codes/code_of_ordinances)

\*Applications will be returned if sections are left blank\*

**Property Address** sign will be located: \_\_\_\_\_

**Business name** sign will be located: \_\_\_\_\_

**Sign Contractor:** Name/Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** Name/Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Sign Details:** For permanent signs – Attach a color photo and drawings with the site plans which must convey dimensions to scale, colors, materials and location. *(For temporary signs you will need to fill out a temporary sign permit application).*

Is the sign internally illuminated:        yes        no  
*(Note – must submit an electrical permit application signed by a licensed electrician)*

**Sign Type:**

**Size:**

**Change in Signage:**

- |                                       |                    |                                 |
|---------------------------------------|--------------------|---------------------------------|
| <input type="radio"/> Canopy/Awning   | Height _____       | Existing Signage Removed: _____ |
| <input type="radio"/> Wall            | Width _____        | Total sq ft                     |
| <input type="radio"/> Ground/Monument | Total Sq Ft. _____ |                                 |
| <input type="radio"/> Directional     | Sign Height _____  |                                 |
| <input type="radio"/> Window          | (from grade)       |                                 |

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit created no legal liability, express or implied, of the Department, Municipality, Agency or Inspector; and certifies that all the above information is accurate.

**Applicant Name (Print):** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Property Owner Name (Print):** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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<i>Permit expires one year from date of issue.</i>		
Permit Issued by Municipal Agent _____	Date _____	
TR# _____	Date Paid _____	Employee _____
Sign Fee _____	Admin Fee _____	Total Fee _____
<b>Note:</b> Failure to obtain a permit before sign installation has started may result in the standard fee being tripled.		