



104 Peter Thein Ave  
 Belgium, WI 53004  
 (262) 285-7931  
 (262) 285-3479 Fax

DATE	
PERMIT NUMBER	
TAX KEY NUMBER	
ZONING	

## SIGN PERMIT

**A detailed scale drawing of proposed sign must accompany this application.**

OWNER'S NAME	
SITE ADDRESS	
PHONE NUMBER	
APPLICANT OR AGENT	
ADDRESS	
PHONE NUMBER	
CONTRACTOR'S NAME	
ADDRESS	
PHONE NUMBER	

### Detail of Proposed Sign

Height		Length	
Width		Estimated Cost/Value	
Materials to be Used			
Type of Illumination			
Method of Construction			
Method of Attachment			

Applications for a sign permit shall be made on forms provided by the Village Clerk and shall contain or have attached thereto the following information:

- Name, address and telephone number of the applicant, location of building, structure, or lot to which or upon which the sign is to be attached or erected.
- Name of person, firm, corporation or association erecting the sign.
- Written consent of the owner of lessee of the building, structure, or land to which or upon which the sign is to be affixed.
- A scale drawing of such sign indicating the dimensions, the materials to be used, the type of illumination, if any, and the method of construction and attachment.
- A scale drawing indicating the location and position of such sign in relation to nearby buildings or structures.
- Copies of any other permit required and issued for said sign, including the written approval by the Electrical Inspector, in the case of illuminated signs, who shall examine the plans and specifications, re-inspecting all wiring and connections to determine if the same complies with the Village Electrical Code.

- Additional information as may be required by the Village Plan Commission.
- Sign Permit Application shall be filed with the Village Plan Commission who shall review the application for its completeness and accuracy and approve or deny, in writing, the application within thirty (30) days of receipt unless the time is extended by written agreement with the applicant. A sign permit shall become null and void, if work authorized under the permit has not been completed within six (6) months of the date of issuance.

The applicant agrees that all work shall be done as requirements of the Village Zoning Ordinance, specifically Article H thereof, and all other applicable Village Ordinances and the Laws and Regulations of the State of Wisconsin. The applicant hereby certifies that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief. The applicant understands that any alteration of this project must have prior written approval by the Plan Commission, Architectural Control Board and/or Building Inspector. The applicant realizes the issuance of this permit does not relieve me of compliance with other applicable codes and ordinances.

Owner's Signature		Date	
Applicant's Signature		Date	

**ALL WORK MUST BE INSPECTED BY THE BUILDING INSPECTOR. CALL 414-333-4511 FOR INSPECTIONS.**

ALL FEES PAYABLE TO: VILLAGE OF BELGIUM

For Office Use:

Plan Commission Hearing	Approved	Denied	Date	
Permit Fee		Date Paid		
Check Paid By		Check Number		