



SIGN PERMIT APPLICATION CHECKLIST

Site Plans

- Foundation plan (for Pole/Monument signs) Sign Site Plan (including existing & proposed signage) Sign Elevations (either separate plan or included on site plan)

Photo's

- Photos: of Sign: of site:

Insurance – (of installer, whether that be building owner, occupant or contractor)

Must be included with the application or previously on file (per 4.05.06).

Insurance required. Every applicant for a license under this Section shall file with the City Inspector at the time of making application for such license and contractors must furnish the City Inspector written evidence of public liability insurance as follows:

1. One person: \$100,000.00.
2. One accident: \$300,000.00.
3. Property damage insurance: \$50,000.00

Permit Application - filled out in its entirety; they will be returned for completion, which will delay your project: Black or Blue ink **MUST** be used – No Pencil

- Sign Electrical

Existing Signage – Must include square footage of signage that is to remain, if any, on the property.

Originals – All submittals must be originals.

Mail – if requesting permits via mail - a self-addressed stamped envelope **MUST** be submitted with application originals. Otherwise, permits and any and all receipts must be picked up in person.

Flashing Signage – A signed Flashing Sign Compliance Statement **MUST** accompany application, if so requesting, **AND** must follow all ordinance requirements.

Ordinance Information – It is the responsibility of the owner, applicant or agent to follow all ordinances regulations set forth by the city. The City of Rhinelanders sign ordinances are available at the Inspection Department or are located on the City of Rhinelanders web site:

www.rhinelandercityhall.org

Signature of Applicant. Please make sure applications are properly signed prior to submittal.

CITY OF RHINELANDER

Sign Permit Application



**** This permit MUST be filled out in its entirety to be considered for approval ****

The purpose of this application form is to enable the applicant to present all pertinent information with reference to the proposed signage and existing signage on the property, and to determine if the proposals comply with the zoning and building regulations of the City of Rhineland.

Site Address: _____ Parcel # _____

Building Type: Commercial Industrial Community Building Other: _____

OWNER INFORMATION: Email: _____

Name: _____ Phone: _____

Address: _____

CONTRACTOR INFORMATION: Owner is acting as the Plumbing Contractor & occupies this single-family home.

Installing Contractor: Name: _____ Phone: _____

Address: _____

Email: _____ Insurance on file: No Yes: Expires: _____

PROJECT INFORMATION: New Sign Install Reface Sign Other: _____

Number of signs: _____ Number of faces: _____ Size of Letters: _____ Total sign sq.ft. of new or replace: _____

Proposed Signage is (Please check all that apply): Lighting - Internal Lighting-external (downward only)

Flashing NON-Flashing Projecting Flat Against Building Pole Sign Roof Mount Double faced

Painted Lettered Channel Letters Awning Canopy Electrician needed? No Yes

Sign renderings must clearly indicate sign dimensions and content of signage!

Property Lineal Street Frontage: _____

Work Valuation: \$ _____

SIGN INFORMATION:
Height to top of sign from ground:
From ground to bottom of sign:
Colors Used on the signs:
** (811) DIGGER'S HOTLINE 1-800-242-8511**
Setback from left property line:
Setback from right property line:
Setback from front property line:

PERMITS MUST BE APPLIED FOR AND RECEIVED BEFORE WORK COMMENCES.

Sign renderings & complete site plan MUST accompany application!

Notes: _____

REMAINING SIGNAGE: Signage that is remaining on property and/or not changing or being removed.

Number of signs: _____ Number of faces: _____ Total square footage remaining: _____

I hereby certify that the statements on this application and accompanied site plan are true and complete to the best of my knowledge and belief, and that I, as owner, tenant, or general contractor, agree to build in conformance with the City of Rhineland Ordinance; I am familiar with Section 4.01 through 5.07 of the City of Rhineland Ordinance code on regulations covering this permit application and site plan.

Signature: _____ Date: _____

Sign Installer Owner General Contractor Other _____

FAILURE TO OBTAIN A PERMIT BEFORE WORK HAS STARTED WILL RESULT IN A TRIPLE FEE PERMIT!