



# CITY OF BERLIN SIGN PERMIT

PERMIT NUMBER \_\_\_\_\_ DATE: \_\_\_\_\_ PARCEL NUMBER \_\_\_\_\_

Permit Fee is \$50.00 per sign and 50 cents per square foot. NUMBER OF SIGNS \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF SIGNS (BOTH SIDES IF ANY) \_\_\_\_\_ FEE: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

ADDRESS OF OWNER: \_\_\_\_\_

TENANT/OCCUPANT OF PROPERTY: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

TYPE OF SIGN: Free-standing \_\_\_\_ Ground \_\_\_\_ Wall \_\_\_\_ Projecting \_\_\_\_ Other \_\_\_\_

Material of Structure: \_\_\_\_\_

Moving or Flashing: YES NO Lighted: YES NO Total Sign Cost \_\_\_\_\_

If yes explain method \_\_\_\_\_

Wiring by (name, address, phone, license #): \_\_\_\_\_

Sign to be erected by (name, address, phone): \_\_\_\_\_

Distance above sidewalk/ground \_\_\_\_\_

Distance extended out from building \_\_\_\_\_

Distance from lot line: Front \_\_\_\_\_ Side(s) \_\_\_\_\_

Color/ specifics of sign: \_\_\_\_\_

\*NOTE: If a picture of the sign is available, please attach to application. Also include construction drawings of signs to include installation instructions.

All signs shall conform to the sign ordinance of the City of Berlin. If the location of the sign falls under the DOT guidelines (being along a state highway), a permit from the WIDOT may be required as well.

The applicant further agrees that in considerations of the issuances of the permit, the City of Berlin is help harmless for any injury or damage caused by reason of the erection or maintenance of such sign.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_

NOTE: If the property is owned by someone other than the applicant, the owners approval is also needed to erect a sign.

Owner Name \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Approved By: \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_