

Date: \_\_\_\_\_



# SIGN PERMIT

## City of Janesville

Permit No. \_\_\_\_\_

Permit No. \_\_\_\_\_

Permit No. \_\_\_\_\_

Parcel No. \_\_\_\_\_

Address \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone/E-mail: \_\_\_\_\_

Sign Erector \_\_\_\_\_

Sign Erector's Address \_\_\_\_\_

Sign Erector's Phone: \_\_\_\_\_

Sign Erector's E-Mail: \_\_\_\_\_

SIGN DISTRICT: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ E \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_

Value of Sign: \_\_\_\_\_ per face Is the Sign Lighted?  Yes  No Listing Agency: \_\_\_\_\_

If applying for a ground sign:  
 Are there any other ground signs on the premises?  Yes  No  
 Are there any other ground signs (on the premises or on adjoining properties) within 30' of the proposed sign?  Yes  No  
 If yes, please describe: \_\_\_\_\_ (locate distances between ground signs on site plan)

Sign Details:	Ground "Pylon"		Ground "Monument"		Electronic Message Center (EMC rules are listed on Page 2)
	NEW	REPLACEMENT	NEW	REPLACEMENT	
Overall Height:	of sign:	of panel:	of sign:	of panel:	Overall Sign Area: _____ sf (include EMC in this area)
Number of Faces:					
Total Sign Area (sq.ft.):	per side:	per side:	per side:	per side:	EMC Area: _____" by _____"  = _____ sf
Clearance to grade:		N/A		N/A	
Distance to Center-line of Street:		N/A		N/A	Area of the EMC is _____ % of the overall sign area (Maximum allowed is 30%).
Front Setback:		N/A		N/A	
Rear Setback:		N/A		N/A	
Side Setback:		N/A		N/A	
2nd Side/corner:		N/A		N/A	

Sign Details:	Wall Sign	
	NEW	REPLACEMENT
Sign Height & Width:	by _____	by _____
Panel Area (sq.ft.):	_____ Sq.ft.	_____ Sq.ft.
District A-B: <small>Area of Building face (portion dedicated to the business)</small>	_____ by _____ = _____ sq.ft.	N/A
District C-D-E: <small>Linear feet of the front face of the building which is dedicated to the business.</small>		N/A
Clearance to grade:		N/A

**NEW GROUND SIGNS:** Attach a site plan showing: setbacks from property lines, buildings, existing and proposed site improvements including but not limited to parking areas, driveways, sidewalks, green area, landscaping, other ground signs, and the proposed location of the new sign. If the property is a corner lot, the sign must be located outside of the vision triangle (see back of this form).

**NEW WALL SIGNS:** Attach a photo or drawings of the front face of the building showing total height and width (AND any other faces of the building if they display wall signs). Dimensions of all existing signs may be required to determine maximum allowable signage. If there are multiple tenants in a building, the "front face" is the area dedicated to the business.

**ALL SIGN APPLICATIONS:** Attach artwork and a completed/signed "Authorization to Install" form.

**ALL SIGNAGE CANNOT BE** located in public right-of-way, required green space, parking stalls/aisles or in a vision triangle (see back of this form to locate a sign outside the vision triangle).

\$.75 per square foot x \_\_\_\_\_ Square feet (each face)      Side 1: \$ \_\_\_\_\_

\$.75 per square foot x \_\_\_\_\_ Square feet (each face)      Side 2: \$ \_\_\_\_\_

\$.75 per square foot x \_\_\_\_\_ Square feet (each face)      Side 3: \$ \_\_\_\_\_

Minimum permit fee = \$60.00 per face      **TOTAL PERMIT FEE:** \$ \_\_\_\_\_

Occupancy permit required?  Yes  Permit already obtained or is arranged for.

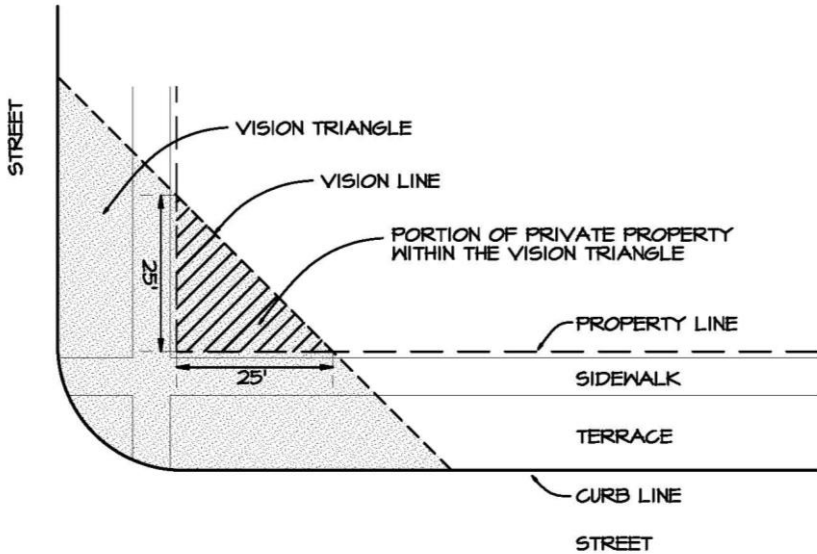
I verify that the information submitted is accurate to the best of my knowledge. The undersigned hereby agrees that all work shall be done in accordance with this application, all ordinances of the City of Janesville and all laws and orders of the State of Wisconsin.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Inspector's Signature

- Failure to obtain a permit prior to commencement of work will result in a penalty of \$100 plus permit amount or double the permit fee, whichever is greater, but in no event shall the penalty exceed \$2,000. Re-inspection fees now being enforced.

VISION TRIANGLE ORDINANCE DIAGRAM



**Electronic Message Center (EMC)  
COJ Regulations**

- EMC's are permitted on Ground Signs Only.
- An EMC may comprise up to 30% of the overall sign area.
- No EMC may interfere with visibility of any traffic signal.
- No EMC may be illuminated to a level of brightness that exceeds adequate visibility. The City may require brightness to be adjusted.
- EMC's may advertise for those occupants and events which are located only on the premises.
- No message or graphic may be displayed for less than 4 seconds.
- Animation, flashing, traveling messages, and any form of movement is prohibited.
- Any EMC located within 50' of a traffic control signal shall display in "white" only.
- EMC's may be mounted no higher above curb height than the code allows: 10' in Sign District E, 20' in Districts C & D, 25' in District B, and 40' in District A.
- EMC's proposed to be located in Sign District E must meet a 500' separation distance from any residential building.
- EMC's visible within 500' of any residential building shall not operate between the hours of 10PM and 6AM. All EMC's located in Sign District E shall not operate between these hours.

**Authorization to Install Sign**

I, \_\_\_\_\_, am the  property owner  business occupant (check one or both) of the property located at \_\_\_\_\_, in the City of Janesville. I hereby authorize \_\_\_\_\_ (sign erector), to erect or install a sign or signs on such property in conformance with the City of Janesville's sign ordinance. In consideration of the granting of a sign permit, I agree to remove such sign or signs when they are abandoned or when, in the opinion of the Building Official, the sign(s) constitute a potential hazard to persons or property. If my application includes an electronic message center, I agree to follow the COJ regulations (listed above).

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Daytime Phone number: \_\_\_\_\_