



Village of Ashwaubenon

2155 Holmgren Way, Ashwaubenon, WI 54304



(920) 492-2309



build@ashwaubenon.gov



ashwaubenon.gov

Sign Permit

Fee: Temporary Signs: \$30

Permanent Signs: \$1 per sq. ft. with a minimum fee of \$40

Electrical Permit (if applicable): \$50

General Requirements:

1. Setbacks:
 - a. No part of any permanent freestanding sign or sign support structure shall be closer than 3 feet to any property line.
 - b. No permanent freestanding sign shall be located closer than 30 feet to an abutting R-1, R-2, or RE zoned parcel.
 - c. Temporary signs shall be posted on private property and shall not encroach upon any right of way.
 - d. No sign shall be permitted in the vision triangle area – Ordinance Sec. 5-8-761
2. Sign Zone Designation (different than property zoning): Map can be found [here](#)
3. Multi-tenant buildings are permitted one wall, canopy, or awning sign up to 60 sq. ft. per tenant. End tenants, and tenant spaces where customer parking is to the rear of the building, are allowed up to two wall, canopy, or awning signs, up to 60 sq. ft. each, one per wall face.
4. **This is not an all-inclusive list of requirements.** Please reference Village Ordinance Section 17-6-200 for more details.

Permit Requirements:

The following must be provided to obtain a permit for a sign:

1. Site plan showing the location of the sign on the property in relation to the property lines and any other structures on site.
2. A scaled drawing of the proposed sign and construction plans showing all dimensions (height, width, depth, etc.), materials, and landscaping
3. Samples of materials and replications of the exact colors proposed to be used for all sign elements including structural supports. This may be accomplished through submittal of a color rendering of the site and proposed signage.
4. Photographs showing the existing building(s) and sign(s), if applicable
5. Completed sign permit application

Required Inspections:

1. Footing/Foundation, if applicable, prior to pouring concrete
2. Rough Electrical, if applicable, prior to covering the electrical work
3. Final, when sign is complete



Sign Permit

SIGN LOCATION INFORMATION

Address:	City, State, Zip:
Sign Zone Classification:	
Single or Multi-tenant building? <input type="checkbox"/> Single <input type="checkbox"/> Multi-tenant	
Written Landlord Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

APPLICANT INFORMATION

Name:	Email Address:
Address/Phone:	
Owner or Tenant?: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	

Please check box if this is for a temporary (4 weeks or less) or permanent sign. If electrical work is being done, please include the electrical contractor information on the next page.

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TEMPORARY SIGN

Sign Verbiage:		
Dimensions of sign:	Area in Square Feet:	
Sign Type: <input type="checkbox"/> Banner <input type="checkbox"/> Inflatable <input type="checkbox"/> Other:		
Start Date:	End Date:	Permit Fee:

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PERMANENT SIGN #1 (additional signs can be added on the next page)

Sign Verbiage:	Cost of Sign:
Dimensions of sign:	Area in Square Feet:
Is sign illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, is it illuminated</i> <input type="checkbox"/> Internally or <input type="checkbox"/> Externally	
Sign Type: <input type="checkbox"/> Free Standing <input type="checkbox"/> Wall Mount <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> Other:	

NOTES:

OVER →

<input type="checkbox"/> PERMANENT SIGN #2	
Sign Verbiage:	Cost of Sign:
Dimensions of sign:	Area in Square Feet:
Is sign illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, is it illuminated</i> <input type="checkbox"/> Internally or <input type="checkbox"/> Externally	
Sign Type: <input type="checkbox"/> Free Standing <input type="checkbox"/> Wall Mount <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> Other:	

<input type="checkbox"/> PERMANENT SIGN #3	
Sign Verbiage:	Cost of Sign:
Dimensions of sign:	Area in Square Feet:
Is sign illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, is it illuminated</i> <input type="checkbox"/> Internally or <input type="checkbox"/> Externally	
Sign Type: <input type="checkbox"/> Free Standing <input type="checkbox"/> Wall Mount <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> Other:	

ELECTRICAL CONTRACTOR INFORMATION (if applicable)	
Name:	Telephone:
Address:	Email:
City, State, Zip:	
Electrical Contractor # :	
Master Electrician # :	Permit Fee:

The undersigned contractor/owner/owner's agent hereby applies for a permit to do the work herein described, according to the plans and specifications herewith filed, and hereby agrees that such work will be done in accordance with the said description, plans, and specifications and in compliance with building ordinances and other ordinances of the Village of Ashwaubenon.

Contractor/Owner/Owner's Agent Signature

Date

For office use only

Total Sign Permit Fee: _____

Building Inspector Signature

Date Approved

PERMIT VALID FOR ONE YEAR FROM APPROVAL DATE

_____ Date of Payment	_____ Permit Number	_____ Receipt Number
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