



**City of West Allis**  
**Department of Development**  
**Dept. of Building Inspections & Neighborhood Services**  
[www.westalliswi.gov](http://www.westalliswi.gov)

For Office Use
App. _____
No. _____

## Sign Permit Application

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

**Section I - Location**

a. Project Address: \_\_\_\_\_

b. Business Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

c. Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Section II - Contractors**

d. Sign Installer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

e. Sign Manuf. \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

f. Electrical Contr. \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Permit # \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Sign #1**

1g. Type:  Awning  Directional  Freestanding  Projecting  Sandwich Board  Wall  Other

1h. Cost of Sign \_\_\_\_\_ 1i. Size: Height \_\_\_\_\_ Width \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

1j. Weight: \_\_\_\_\_ 1k. Distance from Grade to Top of Sign \_\_\_\_\_ to Bottom \_\_\_\_\_

1l. Is Sign Internally Illuminated: Yes No If yes: Type \_\_\_\_\_ Listing #'s \_\_\_\_\_  
(If no, an internal inspection is required prior to installation. Contact the West Allis Building Insp. Dept. for more information.)

1m. Will listing label be visible from ground?  Yes  No

1n. Sign Material : \_\_\_\_\_ Method of Attachment/Anchorage \_\_\_\_\_

1o. Location on site: \_\_\_\_\_

1p. Advertising on Sign: \_\_\_\_\_

**Sign #2**

2g. Type:  Awning  Directional  Freestanding  Projecting  Sandwich Board  Wall  Other

2h. Cost of Sign \_\_\_\_\_ 2i. Size: Height \_\_\_\_\_ Width \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

2j. Weight: \_\_\_\_\_ 2k. Distance from Grade to Top of Sign \_\_\_\_\_ to Bottom \_\_\_\_\_

2l. Is Sign Internally Illuminated: Yes No If yes: Type \_\_\_\_\_ Listing #'s \_\_\_\_\_  
(If no, an internal inspection is required prior to installation. Contact the West Allis Building Insp. Dept. for more information.)

2m. Will listing label be visible from ground?  Yes  No

2n. Sign Material : \_\_\_\_\_ Method of Attachment/Anchorage \_\_\_\_\_

2o. Location on site: \_\_\_\_\_

2p. Advertising on Sign: \_\_\_\_\_

**Sign #3**

3g. Type:  Awning  Directional  Freestanding  Projecting  Sandwich Board  Wall  Other

3h. Cost of Sign \_\_\_\_\_ 3i. Size: Height \_\_\_\_\_ Width \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

3j. Weight: \_\_\_\_\_ 3k. Distance from Grade to Top of Sign \_\_\_\_\_ to Bottom \_\_\_\_\_

3l. Is Sign Internally Illuminated: Yes No If yes: Type \_\_\_\_\_ Listing #'s \_\_\_\_\_  
(If no, an internal inspection is required prior to installation. Contact the West Allis Building Insp. Dept. for more information.)

3m. Will listing label be visible from ground?  Yes  No

3n. Sign Material : \_\_\_\_\_ Method of Attachment/Anchorage \_\_\_\_\_

3o. Location on site: \_\_\_\_\_

3p. Advertising on Sign: \_\_\_\_\_

Section IV - Fees

q.	Dept. of Development Review Fees:	<i>\$100 Plan Review</i>	
		(Contact the Dept. of Development for plan review appeal information)	\$100.00
r.	Permit Fees:	-and-	-and-
		\$50    50 sq. ft. or less	Sign 1
		\$100   51 sq. ft. - 100 sq. ft.	Sign 2
		\$150   101 sq. ft. - 200 sq. ft.	Sign 3
		\$200   over 200 sq. ft.	
		-or-	
		\$75/ea.   Canopy/Awning Sign	
		\$100/yr.   Sandwich Board Sign	
r.	<b>Total Fees - Submit fees, Application &amp; (1) set of drawings to the City of West Allis</b>		Total
	<b>Dept. of Development, 7525 W. Greenfield Ave., West Allis, WI 53214</b>		\$

Section V - Signatures

It is Hereby Agreed between the undersigned, as owner, his agent or servant, and the City of West Allis, that for and in consideration of the premises and of the permit to construct, erect, alter or install and the occupancy of building as above described, to be issued and granted by the Building Inspector, that the work thereon will be done in accordance with the descriptions herein set forth in this statement, and as more fully described in the specifications and plans herewith filed; and it is further agreed to construct, erect, alter or install and occupy in strict compliance with the ordinances of the City of West Allis; and to obey any and all lawful orders of the Building Inspector of the City of West Allis, and all State laws relating to the construction, alteration, repairs, removal and safety of buildings and other structures and permanent building equipment.

I have reviewed the West Allis Sign Code and to the best of my knowledge this sign proposal meets all requirements of the Code.

Owner/Rep. Signature \_\_\_\_\_

Contact Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Project \_\_\_\_\_

**\*\*\* FOR INTERNAL USE ONLY BELOW THIS LINE \*\*\***

Development Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Electrical Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

BINS Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Sign Tag #'s
Sign 1
Sign 2
Sign 3

**Questions?**

**Electrical Questions call (414)302-8400**

**Building Inspection Questions call (414)302-8400**

**Size & Design Questions call (414)302-8460**

**Please see [www.westalliswi.gov/signs](http://www.westalliswi.gov/signs) to view the City's Sign Code, Sign Guidelines, and application and review procedure information.**

Date Stamp