



# SIGN PERMIT APPLICATION

Department of Building & Code Enforcement  
300 East Main Street, Sun Prairie, WI 53590  
Phone: (608) 825-1184 Fax: (608) 825-6879  
www.cityofsunprairie.com

Address of sign to be located:

### Owner of Property Information

Name:	Email:	Phone:
Address:		
Contact Person:	Fax:	

### Tenant Information

Tenant/Business:	Email:	Phone:
Address:		
Contact Person:	Fax:	

### Sign Company Information

Sign Company:	Email:	Phone:
Address:		
Contact Person:	Fax:	

### Sign Information (check All That Apply)

**Wall/Facade Sign To Be Placed On:**  West  East  South  North      **Total Square Feet of Wall/Facade:** \_\_\_\_\_ Ft.

**Sign Size:** Horizontal Measurement \_\_\_\_\_ Ft.      Vertical Measurement \_\_\_\_\_ Ft.      Total Square Feet = \_\_\_\_\_

**Height:** Grade To Bottom Of Sign \_\_\_\_\_ Ft.      To Top of Sign \_\_\_\_\_ Ft.      **Number Of Surfaces:** \_\_\_\_\_

**Distance From Property Line or Right-of-Way(R.O.W.):** \_\_\_\_\_ Ft.      **Estimated Cost Of Sign: \$** \_\_\_\_\_

**Permanent Sign**       **Temporary Sign**---- Sign Will Be Displayed \_\_\_\_\_ Days

**Type Of Sign:**  Ground / Monument / Pylon       Pole/ Free Standing       Awning / Canopy / Marquee

Wall       Changeable Copy/Electronic Message       Illuminated       Sign Face Change

Projecting       Interchange       A-Frame/Sandwich Board       Temporary/Special Event/Promotional

**Copy To Be On Sign:**

**Other Sign(s) On Property And Their Size:**

**Sign is located within 660 feet of HWY 19 or HWY 151 R.O.W.-**Contact WI. D.O.T. for possible additional required permits

### Applicant Signature

Primary Applicant:  Owner of Building     Sign Contractor     Tenant

**The applicant agrees to comply with all applicable State, Federal Agency, County Codes and Municipal ordinances. The applicant understands that the issuance of the permit creates no legal liability, express or implied, on the municipality and certifies that the information is accurate.**

Primary Applicant Name(Print): \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_