

City of Elkhorn

**Residential Building Permit
Information Packet**

Sign Application

City of Elkhorn

Sign Application

The following information is needed for all sign application:

1. Application: application for a sign, awning or canopy permit shall be made on forms provided by the Zoning Administrator/Building Inspector or City Clerk and shall contain or have attached thereto the following information:
 - ✓ Name, address and telephone number of the applicant. Location of building, structure or lot to which or upon which the sign, awning or canopy is to be attached or erected
 - ✓ Name of person, firm, corporation or association erecting the sign awning or canopy
 - ✓ Written consent of the owner or lessee of the building structure or land to which or upon which the sign, awning or canopy is to be affixed
 - ✓ A scale drawing of such sign, awning or canopy indicating the dimensions, materials to be used, type of illumination, if any, and the method of construction and attachment
 - ✓ A plat of survey prepared by a land surveyor registered in Wisconsin or other map drawn to scale and approved by the Zoning Administrator/ Building Inspector showing the location of such sign, awning or canopy in relation to property lines, building and structures
 - ✓ Copies of any other permit required and issued for the sign, awning or canopy, including written approval by the Building Inspector and Electrical Inspector (in the case of illuminated sign, awnings or canopies) who shall examine the plans and specifications, re-inspecting all wiring and connections to determine if the same complies with the City Electrical Code
 - ✓ Additional information, as may be required, by the Zoning Administrator/Building Inspector or City Plan Commission

** It is your responsibility as the applicant to place the permit card on the premises, visible from the street and protected from the weather. Construction Drive and silt fence shall be installed prior to construction**

Elkhorn Building & Zoning

Joe Mesler, Building Inspector
Monday & Wednesday, 1pm-4pm
262-741-5124 office, fax 262-741-5135
262-215-3711 cell

Audrey Boss, Zoning Administrator
Tuesday & Thursday, 9am-12pm
262-741-5124, fax 262-741-5135
262-749-0724 cell

Inspection requests need to be called in at 262-215-3711, with 48hrs notice preferred, although same day inspections may be handled. Please see attached sheets for a list of the required inspections and the information needed when requesting an inspection.

Inspection Requests Information

To place an inspection, call Joe at:

262-741-5124

or

262-215-3711

Please be ready to provide the following information. Your inspection **CANNOT** be scheduled without this information

- Municipality
- Inspection Address
- Permit Number
- Owner's Name
- Contractor
- Contact Phone Number
- Inspection Type
- Date & Time Ready for Inspection

Access for the inspector is required (ex: ladder, lock box, key location, etc.)

Thank You for your Cooperation!

Sample of Scale Plot Plan – Directions

1. List the direction of north on the plot
2. List what the scale is (e.g. 1'=30')
3. Draw all structures existing and proposed on the plan to scale
4. Show location of well and septic
5. Be sure that the setbacks listed on the application are the same as on the plot plan
6. Label all structures
7. Setbacks are the distances from the closest point of a structure to a lot line
8. Show all streets that border the property
9. Setback requirements with a scaled plot plan are one and one half times the normal requirement that would be accepted with a plat of survey. EX: If the zoning requirement setback from the rear yard to the structure is 50 feet, it would be 75 feet if you are using a scaled plot plan. (A plat of survey is a survey done by a Wisconsin licensed surveyor).
10. Show the location of the driveway. This locates the front of the structure for zoning purposes

This is the minimum of information that is required

**WITHOUT THIS INFORMATION YOUR APPLICATION WILL BE DENIED AND
LENTHEN THE TIME IT TAKES TO ISSUE YOUR PERMIT**

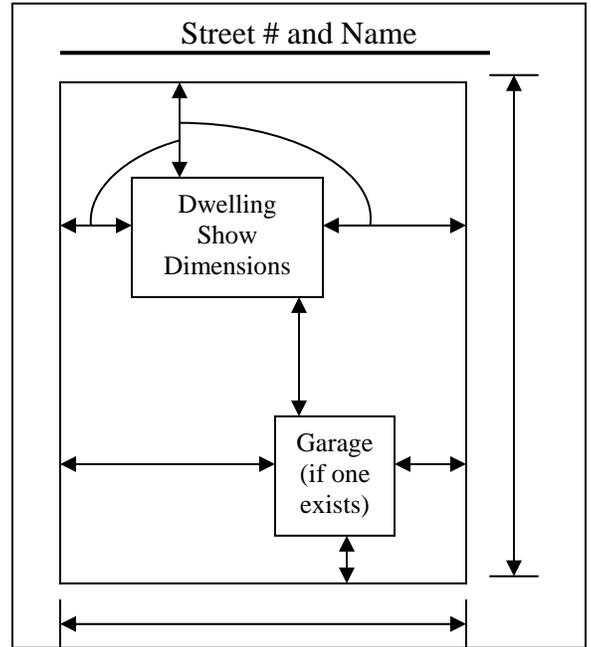
Building Permit – Plot Plan

EXAMPLE:

Date: ____ / ____ / ____
Name of Applicant: _____
Address: _____
Phone Number: _____
Project Description: _____
Present Zoning: _____

Important Required Data:

- A – Lot Stakes Must Be Accessible
- B – Show All Present Existing Buildings or Structures on your Lot
- C – Lot Size and Building Location
- D – Indicate North Direction
- * Dimensions as Per Zoning Ordinance



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Sketch Your Plot Plan Below – Supply Complete Information – Locate Buildings On Lot & Show All Dimensions To Lot Lines – See Sketch Above For Example

Date: ____ / ____ / ____ Signature: _____

Cautionary Statement To Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Ss. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under Ss. 101.654(1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Additionaly: Wisconsin Statute: 101.6 Compliance and penalties. (1) “Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one and two family dwelling code.”

Consequently: If the owner signs the Permit Application, the owner is held responsible for any code violation, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

If a contractor signs the Permit as agent for the owner, the contractor is held responsible for any code violations, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

Owner Signature: _____ Date: ____/____/_____