

**CITY OF STURGEON BAY  
PERMANENT SIGN PERMIT**

Must be self-supporting and permanently attached to foundation or building.

I HEREBY REQUEST A PERMIT FOR THE ITEMS SPECIFIED BELOW.

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property owner if different than applicant: \_\_\_\_\_

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

Property address: \_\_\_\_\_

Mailing address if different: \_\_\_\_\_

Sign Manufacturer: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Installer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of sign: \_\_\_\_\_ **Ground/Canopy** (must have 8' clearance or be less than 2.5' tall if within 25' of intersection or 15' of driveway.)

\_\_\_\_\_ **Projecting** (must have 8' clearance and cannot project more than 5' except where zero lot line commercial zoning)

\_\_\_\_\_ **Reader board** (max 32 sq ft.)

Size: \_\_\_\_\_ X \_\_\_\_\_ Height: \_\_\_\_\_ Clearance: \_\_\_\_\_

Setback from property line: Right: \_\_\_\_\_ Left: \_\_\_\_\_ Front/street: \_\_\_\_\_ Driveways: \_\_\_\_\_

Electric: YES or NO \*Electric service to sign shall be concealed.

\*for additional requirements, please see Chapter 27 of the Municipal Code for the city of Sturgeon Bay

**ATTACH DRAWINGS OR PHOTO SHOWING BUILDING STREET SIDE, DIMENSION, SIGN DIMENSION,  
SHAPE, MESSAGE, AND SIGN LOCATION**

**CERTIFICATE OF APPLICANT**

I HEREBY CERTIFY THAT I AM FAMILIAR WITH AND WILL CONFORM TO ALL THE REQUIREMENTS OF THE STATE CODE, AND CITY OF STURGEON BAY CODE COVERING THE WORK FOR WHICH THIS PERMIT IS REQUESTED, AND THAT I WILL NOTIFY THE CHIEF OF INSPECTION DEPT. WHEN SAID WORK IS READY FOR INSPECTION AS REQUIRED BY SAID CODE.

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

\*Signage for which this permit has been requested may be subject to approval by the Aesthetic Design and Site Plan Review Board which meets twice monthly on an as needed basis.

**FOR OFFICE USE ONLY**

PERMIT NO. \_\_\_\_\_ IS HEREBY ISSUED FOR THE ABOVE-DESCRIBED WORK AND IS TO BE COMPLETED IN ACCORDANCE WITH STATE AND CITY CODES.

PERMIT ISSUED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ THIS PERMIT EXPIRES: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

WORK MUST BEGIN NOT LATER THAN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (120 DAYS FROM ISSUANCE)

**\$50.00** (new)      **\$30.00** (reface) **Payable to: The City of Sturgeon Bay**

Signed: \_\_\_\_\_  
(Planning/Zoning Administrator)

IF CERTIFICATE OF APPROPRIATNESS IS REQUIRED:

**Certificate No.** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chairperson)

WORK COMPLETED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

INSPECTED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signed: \_\_\_\_\_

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**Ground signs....**

- *Shall comply with the provisions of the building code and the state electrical code.*
- *Shall be self-supporting structures and permanently attached to a sufficient foundation.*
- *Electric service to sign, if applicable, shall be concealed.*
- *Shall be constructed to withstand wind loads as follows unless attached flat against the wall of the building:*
  - *Solid signs: thirty (30) pounds per square foot on the largest face of the sign and structure*
  - *Full skeleton signs: thirty (30) pounds per square foot of the total face cover of the letters and other sign surfaces, or ten (10) pounds per square foot of the gross area of the sign as determined by the overall dimensions of the sign – whichever is greater.*
- *within twenty-five (25) feet of an intersection shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of eight feet or shall not be more than two and a half (2 ½) feet in height.*
- *located adjacent to a driveway, any part of which is closer than fifteen (15) feet to the right-of-way and also within fifteen (15) feet of the edge of the driveway, shall have a minimum vertical distance of eight (8) feet between the bottom of the sign and the grade at the right-of-way line or shall be not more than two and a half (2 ½) feet in height.*

**Projecting and canopy signs...**

- *Shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of eight (8) feet.*
- *May not extend further than five (5) feet from the building to which they are attached and shall not extend into any public right-of-way, unless it is in commercial zoning districts with zero lot line construction is permitted wherein it may not extend beyond the outside edge of the curb.*

**Wall signs...**

- *Shall not extend beyond the corners of the buildings. Wall signs and projecting signs shall not extend above the building fascia line.*

**Any sign...**

- *May be or include, as part of it, a reader board with a gross area of not more than thirty-two (32) square feet. The illuminated or message display area of the reader board shall be included in the maximum size of the sign for the site. Reader boards which are not rigidly affixed to a permanent support or a wall or which do not maintain a constant location and dimension shall be considered a temporary portable sign.*
  - *Shall not be suspended by chains or any other materials that will permit it to swing with wind action.*
  - *Shall be marked with the manufacturer's name in a size easily visible from the ground.*
  - *Shall not be attached to any fire escape, fire ladder or standpipe.*
  - *Shall obstruct or hinder any door, doorway or window inhibiting ingress or egress.*
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