

[Planning Department](#)
9229 West Loomis Road
Franklin, Wisconsin 53132
☎ (414) 425-4024
✉ generalplanning@franklinwi.gov
franklinwi.gov
[Property Viewer](#)



Application Date: _____
Stamp Date: city use only

Sign Permit

Project Information [print legibly]

Applicant [full legal names]

Name: _____
Company: _____
Mailing Address: _____
City/State: _____ ZIP: _____
Phone: _____
Email Address: _____

Applicant Is Represented By [contact person]

Name: _____
Company: _____
Mailing Address: _____
City/State: _____ ZIP: _____
Phone: _____
Email Address: _____

Project Property Information

Property Address: _____
Property Owner: _____
Email Address: _____
Phone: _____

Tax Key Number: _____
Mailing Address: _____
City/State: _____ ZIP: _____
Date Of Completion: _____ Office Use Only

Signatures

The applicant and property owner(s) hereby certify that: (1) all statements and other information submitted as part of this application are true and correct to the best of applicant's and property owner(s)' knowledge; (2) the applicant and property owner(s) has/have read and understand all information in this application; and (3) the applicant and property owner(s) agree that any approvals based on representations made by them in this Application and its submittal, and any subsequently issued building permits or other type of permits, may be revoked without notice if there is a breach of such representation(s) or any condition(s) of approval. By execution of this application, the property owner(s) authorize the City of Franklin and/or its agents to enter upon the subject property(ies) between the hours of 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection while the application is under review. The property owner(s) grant this authorization even if the property has been posted against trespassing pursuant to Wis. Stat. §943.13.

(The applicant's signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature[s] below. If more than one, all of the owners of the property must sign this Application).

☐ I, the applicant, certify that I have read the following page detailing the requirements for city approval and submittals and understand that incomplete applications and submittals cannot be reviewed.

Property Owner Signature: _____
Name & Title: _____ Date: _____
Property Owner Signature: _____
Name & Title: _____ Date: _____

Applicant Signature: _____
Name & Title: _____ Date: _____
Applicant Representative Signature: _____
Name & Title: _____ Date: _____

Submittal Requirements

- ☐ **Application Form.** This application form accurately completed with signatures or authorization letters.
- ☐ **Sign Area.** The applicant shall submit sign area calculations. See Unified Development Ordinance Sec. [15-6-05](#).
- ☐ **Sign Location Drawing.** Provide a location drawing to scale or a Plat of Survey of the property location of the proposed sign(s). The following items are required on the drawing: Identification of adjacent streets; driveways; location of all buildings; proposed location of sign(s); setback distances of the sign(s) to lot lines; distance from sign to all buildings and all other signs; location of streets if property is corner lot; identification of each sign location by number.
- ☐ **Temporary Signs.** Such signs are limited to a maximum of 30 days per application. No more than three (3) 30-day temporary sign permits will be issued per property per year.
- ☐ **Sign Drawings.** Color renderings or color photographs depicting the sign face and showing dimensions of each sign.

Fees & Payment Options

- ☐ **Application Fee.** \$50 per sign. (required when submitting a sign permit application)
- ☐ **Permit Fee per Sign.**
(City staff calculates the permit fee based on the schedule below and sends you an invoice. Payment required prior to permit issuance)
 - Sign Area:
 - 8 square feet or less: \$40
 - >9 up to 50 square feet: \$75
 - >50 up to 100 square feet: \$100
 - >100 up to 150 square feet: \$150
 - >150 square feet: \$150 plus \$25 for each additional 100 square feet
 - Additional fee for illuminated sign: \$50 each sign
 - Reinspection fee: \$75 per inspection
 - Failure to call for required inspection: \$100
 - Temporary sign: \$75 only each permit or renewal due at application
 - Failure to obtain a permit before starting work: First offense: Triple fees (3X), and subsequent offenses: Quadruple fees (4X)
 - Technology fees: (1) Permit Fee is less than \$100: \$4.00 per permit; (2) Permit fee is \$100 or more: \$7.00 per permit

Select one payment option:

- ☐ Mail or attach check payable to the City of Franklin.
- ☐ Pay in person at City Hall.
- ☐ Pay [online](#) (invoice will be from an @franklinwi.gov email). **SCAM ALERT:** Report any suspicious requests to the Department.

Sign Information:

All fields below are **required** for each proposed sign.

#	Sign Type (Wall, Monument, Awning, Window, Projecting, Directional, Temporary, or Other)	Work Type (New sign or Replacement)	Sign Face (Dimensions)	Sign Area (sq. ft.)	Height (from grade)	Illumination Type (Non-Illuminated, External, or Internal)	Estimated Cost (\$)	Permit # (City use only)
1								
2								
3								
4								
5								
6								

Illuminated Signs

An Electrical Permit must be obtained from the Department of [Inspection Services](#) for any sign that is illuminated regardless if it is a new or replaced sign. All signs must have their Listing Marking Label visible for inspection. Contact 414-425-0084 or generalinspection@franklinwi.gov.