



**BUILDING INSPECTION DEPARTMENT**  
106 Jones Street, Watertown WI 53094  
920-262-4060

**SIGN PERMIT**  
**Fee: \$25/Sign**

**OFFICE USE ONLY**  
Permit #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Issued by: \_\_\_\_\_  
Fee Paid: Cash/Check/Card  
Check #: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of Chapter 550, Article XII: Signs and Projections Ordinance of the City of Watertown in effect at the time of this application, and with any special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

**1. Applicant:**

Applicant/Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Plans Prepared By: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Preparer's Email: \_\_\_\_\_ Preparer's Local Phone: \_\_\_\_\_

**2. Location Information:**

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

Zoning District: \_\_\_\_\_ Current/Proposed Land Use: \_\_\_\_\_

Located within Downtown Historical District?  Yes  No  
If yes, provide Certificate of Appropriateness

Located above Right-of-Way?  Yes  No  
If yes, provide proof of liability insurance

Located within Vision Triangle?  Yes  No

**3. Proposed Sign (Fill out and check all that apply):**

Sign Material: \_\_\_\_\_

Sign Size and Height: \_\_\_\_\_ Estimated Cost of Sign: \_\_\_\_\_

Will the proposed sign be illuminated?  Yes  No  
If yes, an electrical permit will be required

Type of illumination: \_\_\_\_\_

- |                      |                                    |  |  |  |
|----------------------|------------------------------------|--|--|--|
| Permanent Sign Type: | <input type="checkbox"/> Monument  | <input type="checkbox"/> Dual Post                 | <input type="checkbox"/> Pylon                   | <input type="checkbox"/> Wall            |
|                      | <input type="checkbox"/> Awning    | <input type="checkbox"/> Canopy                    | <input type="checkbox"/> Marquee                 | <input type="checkbox"/> Blade           |
|                      | <input type="checkbox"/> Suspended | <input type="checkbox"/> Permanent Plat            | <input type="checkbox"/> Drive-Through           | <input type="checkbox"/> Wall Changeable |
|                      | <input type="checkbox"/> Plaque    | <input type="checkbox"/> Electronic Message Center | <input type="checkbox"/> Freestanding Changeable |  |

**Dimensions:**

Front Footage of Building	_____ x 1 = _____	Side Footage of Building	_____ x 1 = _____
Front Existing Signage	_____ (Sq. Ft.)	Side Existing Signage	_____ (Sq. Ft.)
Front Proposed Signage	_____ (Sq. Ft.)	Side Proposed Signage	_____ (Sq. Ft.)
Height Above Sidewalk	_____	Sign/Awning Projection	_____

**4. Materials (Select and provide all applicable materials):**

- Signage Plan (§ 550-134B(7))     Proof of Liability Insurance     Occupy Right-of-Way Permit\*
- Traffic Control Plan\*     WisDOT Approval     Electrical Permit
- Certificate of Appropriateness     Pylon Signage Plan (§ 550-132C(4))

\* = Temporary encroachments or obstructions of City right-of-way (streets and/or sidewalks) require an occupy right-of-way permit under Section § 457-7B(9) of the City of Watertown Municipal Code

**5. Local Construction/Installation Contact:**

Name of Individual/Contractor Responsible for Construction: \_\_\_\_\_

Phone of Individual/Contractor Responsible for Construction: \_\_\_\_\_

**Indemnification:**

The applicant and/or permit holder, by accepting a permit under 550, Article XII: Signs and Projections, agrees to indemnify, defend, and hold harmless the City of Watertown, its elected and appointed officials, officers, employees, agents, representatives, and volunteers (collectively, the "Indemnified Parties") from and against any and all suits, actions, legal or administrative proceedings, claims demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature in any manner caused in whole or in part, or claimed to be caused in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of the permit holder or anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on one or more of the Indemnified Parties. The obligation to indemnify, defend, and hold harmless the Indemnified Parties shall be applicable even if the liability results from an act or failure to act on the part of one or more of the Indemnified Parties. However, the obligation does not apply if the liability results from the willful misconduct of an Indemnified Party.

**Acknowledgements & Signature:**

I certify that I am the person who made and signed this application for permanent signage and that all statements made herein are true and correct.

I further acknowledge that I must provide an application fee and shall be required to pay all costs reasonably incurred in reviewing the application, including cost incurred in retaining outside consultants.

By: \_\_\_\_\_ (Signature of Applicant/Company Authorized Representative)    \_\_\_\_\_ (Title)    \_\_\_\_\_ (Date)

\_\_\_\_\_ (Type/Printed Name of Person Signing Above)    \_\_\_\_\_ (Authorized Applicant/Company Representative Telephone #)

The City of Watertown Building, Safety & Zoning Department hereby authorizes the installation of the above per submitted drawings.

\_\_\_\_\_ City Official

\_\_\_\_\_ Date