



TEMPORARY SIGN PERMIT APPLICATION

Department of Community Development
 8040 S. 6th Street
 Oak Creek, WI 53154

Permit # _____
Parcel # _____
Fee: \$55

Temporary signs are signs or advertising intended to be displayed for a certain period of time. For a temporary sign to be classified as a legal sign, this permit application is required to be completed and submitted by the applicant, and approved by the City Zoning Administrator PRIOR to the installation of the sign.

Applications must be submitted at least ten (10) days prior to the proposed start date of the temporary sign display duration period per Code Section 17.0803(h)(2).

- Temporary signs are regulated as to size, location, and duration as regulated in Code Section 17.0605.
- Temporary sign application shall have a written consent of the owner or lessee of the building, structure, or land to which or upon which the sign is to be affixed.
- A site plan for showing the location and property line setbacks for a ground mounted banner is required with this application
- An elevation plan for wall mounted sign is required with this permit application.
- Display Period:
 - The maximum permitted display period of any temporary sign in nonresidential districts shall be fourteen (14) continuous days.
 - A maximum of three (3) display periods shall be permitted per single-tenant buildings per calendar year.
 - A maximum of one (1) display period shall be permitted per tenant of a multi-tenant building per calendar year.
 - One (1) display period is allowed per permit application.

For more information, or a complete copy of the sign code, contact the Department of Community Development at (414) 766-7002 or view online at the City's website at www.oakcreekwi.gov.

Applicant Information			Property Description		
Name:			Business Name:		
Address:			Address:		
City:	State:	Zip:	Sign Installer Information		
Phone:			Name:		
Email:			Phone:		
			Email:		
Sign Information					
Date of Installation:		Date of Removal		# of Days	
Area of Sign:	Width	X	Height	=	Square feet
Sign Type: €Wall Mounted Banner		€Ground Mounted Banner			

 APPLICANT SIGNATURE

 DATE