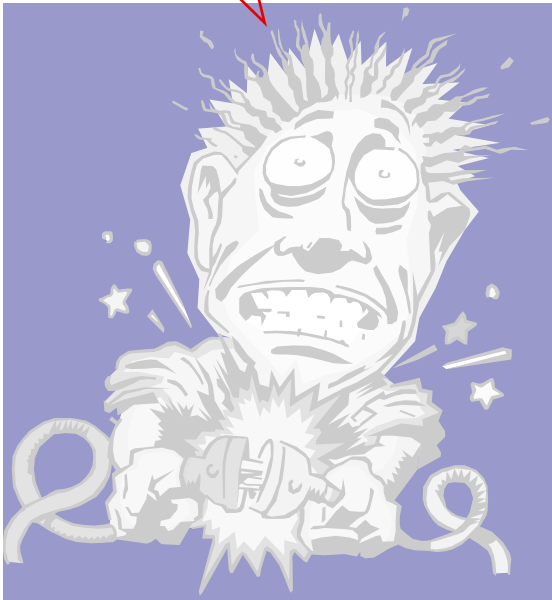


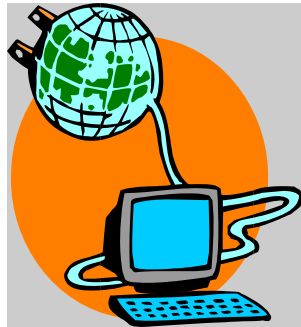
I should have
called **Diggers
Hotline!**
1-800-242-8511



Department of Building and Code Enforcement
300 East Main Street
Sun Prairie, WI 53590
Phone: (608) 825-1184
Fax: (608) 825-1194
Hours: Mon-Fri 8:00 to 4:30

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Web Resources



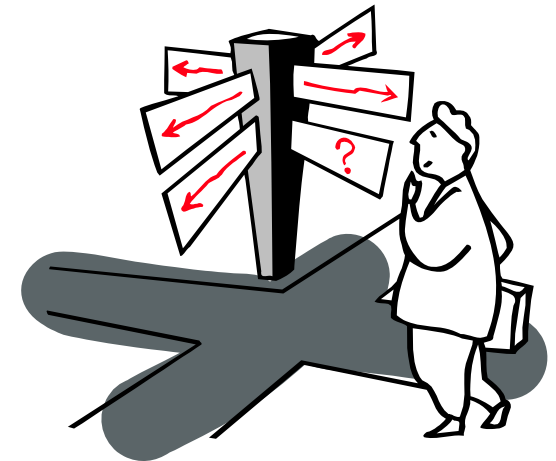
Below is a partial list of
websites for local, state
and national references.

Wisconsin State Legislature
www.legis.state.wi.us/index.html

United State Sign Council Foundation
www.signfoundation.org

Wisconsin Sign Association, Inc.
www.wisconsinsign.org

City of Sun Prairie
www.cityofsunprairie.com



When Do I Need A Sign Permit?

A SIGN PERMIT IS REQUIRED WHEN:

If you erect, build, alter, relocate or change the face of a sign, a sign permit is required in the City. Also, if work on the sign requires any new electrical work, then an electrical permit is required as well. Contact the Building Inspection Department at 825-1184 for more information regarding electrical permits and inspections.



WHAT IF I DO NOT GET A PERMIT?

City Ordinances requires sign permits. If you do not get a sign permit when it is required, the City can legally fine you for the violation for every day the work is not in compliance. During the construction of your project, on-site inspections will be conducted to ensure that the work is done to code requirements (Locational compliance, size, wind pressure load, fastening, electrical, items of information, etc.). Projects not done according to code can affect your property's insurability and potential sale. Prospective buyers can check the City's records. Any work or materials that are not up to code will need to be corrected and re-inspected. The inspections are for the owners and/or occupant's health and safety, as well as protecting your investment.

This brochure is meant only to be a quick reference guide and in no way meant to be considered a complete set of regulations and definitions. **The complete and current regulations may be found on the City of Sun Prairie Home Page/Code Of Ordinance/Title 17 Zoning/Chapter 17.40 Signage Regulations.**

TYPES OF SIGNS THAT REQUIRE PERMITS:

- ◆ Wall signs - Not to project more than 18" from the wall's surface.
- ◆ Ground signs - Bottom edge is within 1' of ground. If greater than 1' then it is a Pylon sign
- ◆ Projecting signs - Only allowed in the Central Commercial Zoning District.
- ◆ Pylon signs - A free standing sign that is not a ground sign.
- ◆ Group signs - For multi-tenant buildings and properties.
- ◆ A-Frame or Sandwich board signs

KINDS OF SIGNS THAT DO NOT REQUIRE PERMITS:

- ◆ Address and Nameplates *
- ◆ Artwork
- ◆ Athletic Scoreboards
- ◆ Construction Signs*
- ◆ Directional Signs*
- ◆ Flags *
- ◆ For Sale or For Rent Signs*
- ◆ Government Signs*
- ◆ Holiday signs and Decorations
- ◆ Instructional Signs*
- ◆ Interior Signs
- ◆ Memorial Signs
- ◆ Parking lot Signs*
- ◆ Political Signs*
- ◆ Real Estate Group Signs*
- ◆ Real Estate Subdivision Signs*
- ◆ Time and Temperature Signs*
- ◆ Under Canopy Signs*
- ◆ Vehicle Signs*
- ◆ Window Displays*

* While these signs may not require permits, there are some regulations concerning different aspects of them. **Please consult a current copy of the Municipal Code of Ordinances for Complete regulations.**

PROHIBITED SIGNS:

- ◆ **Balloons**, Beacons, Pennants, **Streamers**, Statuary and Similar signs.
- ◆ **Banners**.
- ◆ Flashing or Moving signs, except for
- ◆ Electric Message board signs (a Conditional Use Permit is needed)
- ◆ Off Premise Advertising signs.
- ◆ Off Premise Directional signs.
- ◆ Portable and Mobile signs.
- ◆ Projecting signs, except in the Central Commercial Zoning District.
- ◆ Right-of-way signs and signs on public property.
- ◆ Traffic Imitating or Interfering devices or signs.

Sign types shown in **bold** may be permitted through temporary sign permits. **Please consult a current copy of the Municipal Code of Ordinances for complete regulations.**

Our staff will be happy to answer any questions you may have regarding permit applications and provide you with additional information that may be needed to issue your permit.

Please call (608) 825-1184 or stop at the Building Inspection Department on the second floor of the Municipal Building, Monday through Friday from 8:00 a.m. to 4:30 p.m.

