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Department of Community Development
City of Oak Creek
8640 S. Howell Ave.
Oak Creek, WI 53154
Fax No. 414-768-9587

TEMPORARY SIGN PERMIT APPLICATION

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. No permit fees are required. Any temporary sign installed without a permit approval is a violation of the City's Municipal Code and subject to a $303 every day in violation.

- Temporary signs are banners, emblems, or any other temporary advertising media intended to identify, convey information, or direct attention to a product, service, place, activity, or business.
- An entity can apply for a temporary sign permit up to 4 times per calendar year permitting that entity to display any one (1) temporary sign for a maximum of fifteen (15) days each.
- Temporary signs are regulated as to size, location, and duration as regulated in Code Section 17.0709.
- One public interest sign publicizing a charitable or nonprofit event of general public interest may be erected only on private property with the property owner's consent and meet Section 17.0709 (e) of the Zoning Code (Use Community/Non-Profit Event Temporary Sign Permit Application.).
- Off-premise signs are prohibited, except for campaign signs and charitable/nonprofit events as regulated by Section 17.0707 of the Zoning Code

For more information, or a complete copy of the sign code, contact the Department of Community Development at (414) 768-6529 or view online at the City's website at www.oakcreekwi.org.

Sign Applicant (Please Type or Print)
Name:_____
Address:_____
Phone:_____Cell :_____
Fax:_____E-mail:_____

Property Description (Please Type or Print)
Business Name:_____
Address:_____

GENERAL SIGN INFORMATION

Date of Installation: _____Date of Removal: _____# Days:____
Area of sign: width_____ X height_____ = 0.00 square feet ***(not to exceed 32 square feet)***
Sign Purpose: ☐ Business ☐ Construction ☐ Other ☐ Grand Opening
Describe or attach photo/rendering of temporary sign (colors/text): _____
_____
_____
Describe sign location and how it is to be displayed:_____
_____
_____

_____ _____
APPLICANT SIGNATURE DATE

FOR OFFICE USE ONLY

Approved _____ _____ Permit No._____
Date Zoning Administrator

Denied _____ Reason Denied _____
Date

Application Submissions: First Second Third Fourth Grand Opening

Zoning District: _____ Tax Key No.: _____