



# VILLAGE OF BROOKFIELD

Community & Economic Development  
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# Signage

## Application Checklist

Signage refers to commercial signs including monument signs, pole signs, "blade" signs projecting from the exterior of the building, wall signs, window signs, signs mounted on awnings and temporary banners.

### Part 1: Submittal Requirements

I certify that the following items have been included as part of a complete building permit application:

- Completed and signed Building Permit Application Form
- If project is to be completed using a contractor, the applicant is to provide a copy of the signed contract in connection with the sign work and ensure that the contractor is registered with the village.
  - If project is to be completed without contractor assistance, the property owner is to provide both (a) a detailed scope of work/materials list and (b) signed property owner's waiver accepting liability for the performed work*
- Drawing or rendering (with dimensions, in inches or feet) showing the sign's location and content on the building
- A copy of the legal plat of survey (for monument or pole signs only)

### Part 2: Project Description

Please complete the following:

Indicate sign type:

- Pole sign
- Monument Sign
- Wall sign
- Window sign
- Sign mounted on awning
- "Blade" or projecting sign
- Temporary banner

Indicate dimensions of sign:

\_\_\_\_\_ Height  
\_\_\_\_\_ Width

Will electricity be provided to the sign:

- Yes     No

Describe what materials will be used for the sign:

\_\_\_\_\_  
\_\_\_\_\_

### Part 3: Acknowledgments

The applicant hereby acknowledges:

- Having reviewed the Signage Ordinance
- That temporary banners are limited to 90 days

Signature of Owner or Authorized Agent: \_\_\_\_\_

Printed Name of Owner or Authorized Agent: \_\_\_\_\_