



**APPLICATION PACKET
FOR CANOPY/AWNING PERMIT
COVER SHEET**

Project Address _____

For canopy installation and construction standards, please see Sign Ordinance, Chapter 15.06 F.

The following items must be completed and submitted as a packet:

1. _____ Canopy / Awning permit application
2. _____ One (1) full size set of plans, AND
_____ One (1) set of plans in pdf format or flash drive
3. _____ One (1) site plan, showing location of structure, size 8 1/2" x 11" or 11" x 17"
4. _____ One (1) Certification that structure is made of fire-resistant materials

Describe proposed work:

If at any time during or after the approval process you determine that you will not proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional \$100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.

**REQUIREMENTS FOR
CANOPY / AWNING (for smoking areas only)**

- Fire extinguisher
- Self-extinguishing receptacle
- Upon completion of installation of canopy/awning, an inspection is required by the Fire Department
Call 262.653.4110

Note: Occupancy is limited to ten sq. ft. (10') per person (example: 50 sq. ft. allows five people)



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

APPLICATION FOR CANOPY/AWNING PERMIT
Form #DCI102 (rev. 11/20)

You will be notified when your permit is ready; please do not submit payment with this permit application.

Project Address _____

Project Name _____ Contractor _____

Mailing Address _____ Mailing Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone (_____) _____ Phone (_____) _____

Contractor e-mail _____

➔ **Estimated Cost** _____

CHECK ONE: Canopy _____ Awning _____ Size: _____ by _____

Will the canopy/awning contain a commercial sign? Yes ___ No ___ **Note:** If yes, a sign permit is required.

Is the canopy/awning illuminated? Yes ___ No ___ **Note:** If yes, a commercial electrical permit application must be completed and submitted with this application.

Will lighting be provided? Yes ___ No ___ If yes, specify: _____

Will the structure project over public sidewalk and/or roadway? Yes ___ No ___

List type of heating and/or electrical equipment: _____
 (Approved electrical and/or heating permits shall be required for new installations)

DESCRIPTION	FEE	QTY	PLAN REVIEW	SQ.FT.	FEE	QTY
CANOPY / AWNING	\$ 60.00 Ea.	_____	0-2,500	\$ 250.00	_____	_____
NEW BUILDINGS	\$.50 Per Sq. Ft.	_____	2,501-5,000	\$ 300.00	_____	_____
FIRE P.B.INSPECTION -			5,001-10,000	\$ 500.00	_____	_____
(applies to smoking areas only)	\$ 72.00 Ea.	_____	10,001-20,000	\$ 700.00	_____	_____
			20,001-30,000	\$ 1,100.00	_____	_____
			30,001-40,000	\$ 1,400.00	_____	_____
			40,001-50,000	\$ 1,900.00	_____	_____
			50,001-75,000	\$ 2,600.00	_____	_____
			75,001-100,000	\$ 3,300.00	_____	_____
			100,001-200,000	\$ 5,400.00	_____	_____
			200,001-300,000	\$ 9,500.00	_____	_____
			300,001-400,000	\$ 14,000.00	_____	_____
			400,001-500,000	\$16,700.00	_____	_____
			Over 500,000	\$18,000.00	_____	_____

If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Applicant Signature _____ **Date:** _____

Please Print Name _____