CANOPY AND AWNING PERMIT APPLICATION INSTRUCTIONS

Who can take out a permit:

- property owner
- contractor

Complete Wisconsin Uniform Building Permit application.

Permit application to include:

- Owners name, mailing address and telephone number (if tenant applying for permit, letter is needed from property owner allowing project)
- Contractor's name, mailing address, telephone number
- Current use of property
- Property address
- Estimated cost of project

- Plan or drawing showing the following:
    - Dimensions of canopy or awning
    - Location on building surface
    - Distance canopy or awning is projecting over sidewalk
    - Distance from outside face of the curb (not less than 2 feet)
    - Clearance between the grade of the sidewalk at any point and the lowest point of any appendage or projection of any canopy (not less than 8.5 feet) or awning (not less than 8 feet / 7 feet from flap or fringe)

- Canopies and awnings that extend into public right-of-way require a Certificate of Liability Insurance from the business owner or property owner, showing the City of Waupaca as the policy holder. Such policy shall be issued by an insurance company authorized to do business in the State and indicating that signs and projections are covered.

- Canopies and awnings constructed along a block on a street shall not being constructed in such a manner as to restrict the viewing of signs and other ornaments constructed along said block, including the obstructing of signs on adjoining properties.

- Canopies and awnings shall be suspended from the building with no supports bearing upon the sidewalk of public street.

- *If electrical service or wiring is installed, a permit is required. Work must be done by a Master Electrician licensed by the City and all work must be done according to State Code requirements.*

- Permit Fee:
    - COMMERCIAL
        - Inspection fee: 1% of project cost / minimum $100.00
        - Zoning fee: $25.00
        - Electrical fee: $75.00 (if applicable)

Give permit application to Building Inspector for fee determination, permit approval and signature.

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Collect permit fee and receipt money.

Indicate permit is paid for by writing Pd next to permit amount on application form.

Place money and yellow copy of receipt in cash drawer.

White copy of receipt to go to permit applicant.

- assign permit number and place in permit log book
- make out permit card if project warrants it
- send copy of approved permit, permit card and receipt to applicant
- create field file to include copy of permit and any additional plans or attachments to be filed in Building Inspector's office or place in existing building permit file if one exists
- place remaining copies and pink copy of receipt in permanent permit file