



# CANOPY AND AWNING GUIDE

CITY OF WAUPACA

The following information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding permit submittal requirements that pertain to your project.

**Page 2-3:** Permit Application Guide

**Page 4:** Permit Application

**Page 5:** Zoning Code and Submittal Requirements





# PERMIT APPLICATION GUIDE

CITY OF WAUPACA

## **Canopy and Awning Permit Guide:**

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your permit.

### **1. Completely fill out the Attached Permit Application.**

Provide a detailed description of all proposed work. Please refer to page 5 of this packet to review the required information needed when submitting for a canopy or awning permit. If you have specific zoning questions please contact the Community and Economic Development Department at 715-258-4404.

### **2. Provide Site Plan.**

The plans shall include but are not limited to the elements listed on the permit application page. City staff hold the right to require additional elements as needed.

### **3. Provide Drawings.**

Please refer to page 5 of this packet to review the required information needed when submitting for a canopy or awning permit. If you have specific zoning questions please contact the Community and Economic Development Department at 715-258-4404.

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## **4. Apply for the Permit**

Please plan ahead and pick one of the following methods to apply for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. Make sure all of the required information listed above is included and submit it to the Community and Economic Development Department using one of the methods listed below:

### **Drop Off:**

Completed applications may be dropped off at the Community and Economic Development Department anytime Monday through Friday from 7:30am-4:00pm. The department will review your submittal and contact you if further information is required. The permit will not be issued at the same time the application is being submitted to the Community and Economic Development Department.

### **By Email:**

cedinfo@cityofwaupaca.org

### **By Mail:**

City of Waupaca  
Community and Economic Development Department  
111 S. Main St.  
Waupaca, WI 54981

## **5. Permit Fees**

Submit the applicable permit fees once the permit is approved by the Community and Economic Development Department. After the permit is approved, the department will notify you of the total permit fees to be paid upon pick-up of the permit. Permit fees are based upon the City of Waupaca Fee Schedule.

Fees can be paid using cash, check or credit card.

**A COPY OF THE PERMIT MUST BE DISPLAYED IN THE FRONT WINDOW BEFORE WORK BEGINS.**

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**CITY OF WAUPACA  
DEPARTMENT OF INSPECTION  
111 S. MAIN STREET  
WAUPACA, WI 54981  
PHONE: 715-258-4404 · FAX: 715-258-4426**

DATE: \_\_\_\_\_

**APPLICATION FOR CANOPY AND AWNING PERMIT**

**APPLICANT'S NAME\***: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
ASSOCIATION TO PROPERTY OWNER: \_\_\_\_\_

**PROPERTY OWNER'S NAME:** \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**CONTRACTOR'S NAME:** \_\_\_\_\_ PHONE NO: \_\_\_\_\_ LICENSE NO: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**If electrical work is to be done, additional permits are required. Please refer to the website for other permits.**

**SITE PLAN**

**PROJECT LOCATION:**  
Project Address: \_\_\_\_\_  
Parcel No: \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_  
Estimated Cost \$: \_\_\_\_\_

- PROJECT TYPE:**
- New Construction
  - Addition
  - Alteration
  - Move

**Please use the space provided to draw your site plan.  
Dimensions, distances, and locations should be as close to  
scale as possible. Refer to the following page for a list of  
items to include in the site plan.**

**Does the canopy/awning extend over a City right of way?    No    Yes<sup>1</sup>   If yes, attach a copy of your Liability Insurance Policy.**

**NOTICE:** A City of Waupaca permit only authorizes construction/use pursuant to City ordinances and regulations. The construction/use contemplated by this application may require approvals and/or permits under County or State rules, regulations and ordinances. It is the sole responsibility of the owner/applicant to obtain such approvals/permits. Applicant certifies that the above information is accurate. A permit is void if issued in error or under a misstatement of fact.

**\*IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS NEEDED FROM PROPERTY OWNER ALLOWING PROJECT.**

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE (IF APPLICABLE): \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY:** FEE: \_\_\_\_\_ PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

**Please see Page 6 of the guide prior to drawing the site plan.**

Label and depict the following on the site plan:

- North arrow
- Physical dimensions of lot and property lines\*
- Street/Alley locations
- Location of parking/driveway
- Dimensions of canopy or awning
- Location on building surface
- Distance canopy or awning is projecting over walkway
- Distance from outside face of the curb to farthest extension of canopy/awning
- Clearance between the grade of the sidewalk at any point and the lowest point of any appendage or projection of canopy/awning (height)

Please be aware that restrictive covenants may pose additional regulations.

**\*All dimensions shown relating to the location and size of the lot shall be based upon an actual survey by a licensed surveyor. This may require a plat of survey, recorded plat or recorded certified survey map be created if one does not already exist.**

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY):

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AUTHORIZED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Example Insurance Agency 123 Example Street Vancouver, WA 98681	<b>INSURED</b> INSURER A INSURER B INSURER C INSURER D INSURER E INSURER F
<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b> _____ <b>REVISION NUMBER:</b> _____

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY EQUIVOCAL, TERM OR CONDITION OF ANY GENERAL OR SPECIAL ENDORSEMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AUTHORIZED BY THE POLICIES ACCORDED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	FORM	CLASS	POLICY NUMBER	CLASSIFICATION	COVERAGE	LIMITS	
1	GENERAL LIABILITY	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [ ] OCCUR	[ ]	0500102019	0500102019	SUCH OCCURRENCE	\$	
	PERSONAL & ADJ. INJURY					\$		
	PRODUCTS, COMPO. ADJ.					\$		
2	AUTOMOBILE LIABILITY	ANY AUTO	SCHEDULED	[ ]	[ ]	SOLENET THIRD PARTY	\$	
	NON-SCHEDULED	NON-SCHEDULED	SOLE NETRY (PER ANNUAL)			\$		
3	UMBRELLA LIABILITY	OCUR	CLASMS/BLDGD	[ ]	[ ]	SOLE NETRY (PER ANNUAL)	\$	
	CLASMS/BLDGD	AGGREGATE	\$					
4	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	OFF-BOARDER/PROLODOP	OFF-BOARDER/PROLODOP	[ ]	[ ]	EL - SICK/PAYMENT	\$	
	EL - SICK/PAYMENT	\$						
5	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101 - Additional Powers Schedule, if there space is required)						EL - SICK/PAYMENT	\$
						EL - SICK/PAYMENT	\$	

<b>CERTIFICATE HOLDER</b> City of Vancouver 111 South Main Street Vancouver, WA 98681	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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**Example Certificate of Liability Insurance Policy needed if proposed canopy/awning extends over City right of way.**

# Canopy and Awning Zoning Requirements

- No canopy (non-retractable) or hood shall hereafter be erected, located, moved, reconstructed, extended, enlarged or structurally altered without a permit therefor being first secured from the Building Inspector.
- <sup>1</sup>All canopies and hoods that extend over any City right of way shall require a liability insurance policy issued by an insurance company authorized to do business in the State and indicating that signs and projection are covered will be required. The insurance policy shall name the City as co-insured and shall be approved by the City Attorney, or, as an alternative, a public liability bond with sureties in an amount equal to \$300 per square foot, based on the area of the underside of such canopy or hood. In no case shall any bond be less than \$60,000 or more than \$100,000. The form and type of bond shall be approved by the City Attorney.
- There shall be not less than 8.5 feet between the grade of the sidewalk at any point and the lowest point of any appendage or projection of any canopy or hood extending from any building into a public right of way.
- The projection of permanent canopies or hoods shall not extend over any street or alley or be nearer than 2 feet from the outside face of the curb.
- Canopies and hoods constructed along a block on a street shall not be 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.
- Any necessary appurtenances or signs of a temporary or permanent installation shall be rigidly attached to the hood or canopy in a manner satisfactory to the Building Inspector or any inspector of the Bureau of Field Services of the Department of Safety and Professional Services. No swinging signs on accessories shall be permitted.
- Where signs are erected above canopies or hoods, they should be hung independently of the canopy or hood.
- Where canopies or hoods that extend over or are adjacent to any City right of way are erected, provision shall be made so that snow, ice or icicles shall not accumulate on the canopies, hoods or sidewalk beneath the same so as to endanger persons or property.
- Canopies and hoods shall be constructed in accordance with the State and City building codes.
- Canopies and hoods shall be suspended from the building with no supports bearing upon the sidewalk or public street.
- Building plans, as required by Wis. Adm. Code SPS 361 to 365, and approved by Bureau of Field Services of the Department of Safety and Professional Services shall be required for all canopies and hoods hereafter erected.
- Any awning (retractable) hereafter erected, located, reconstructed, extended, enlarged or structurally altered that projects over any City right of way shall require a permit, and shall be constructed on an adjustable metal frames, firmly secured in place and covered with canvas or other suitable material, such frame being at least 8 feet in height above the highest point of the sidewalk directly beneath it, and the lowest point of the flap or fringe of such awning shall not be less than 7 feet above the sidewalk immediately beneath it.

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