



# Sign, Canopy & Awning Permits

City of Oshkosh Inspection Services Division

This handout will help guide you through the permit application process. Following the steps below will help to expedite the issuance of your building 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. Permits can be applied for by using the following methods below:

## **In Person:**

This is the best method to discuss the specifics of your project with a planner and inspector.

## **How to Apply**

Step 1: Obtain site plan approval from Planning Services. They are located in RM 204 on the 2nd floor of City Hall. A scaled site plan will need to be submitted for their review. If you have questions about your project contact their office at (920) 236-5059. The planning office is open 8:00am-4:30pm Monday through Friday.

Step 2: After you've obtained site plan approval apply for your permit at the Inspection Services Division room 205 on the second floor of City Hall..

Submit the following:

- UL numbers will be needed for all illuminated signs
- Foundation and connection details (Pylon signs are required to be designed by a licensed WI architect and/or engineer and the plans are required to be stamped.)
- Post to Pole Details
- Connection details of the sign panels to the building structure

Typically if all the required information is submitted, and the information is found acceptable, the permit can be issued at that time. Inspectors are available for consultation and permit issuance 7:30am-4:30pm Monday through Friday.

## **Payment**

The City of Oshkosh accepts cash, check or credit cards for payment (a service fee applies when using cards). If you have questions on permit fees please see page 2.

## **Inspection Requests**

After the permit is obtained inspections can be requested by calling the Inspection Request Line at (920) 236-5128. This is an automated line, and you will need the permit number or address and inspection type you are requesting to schedule.

**Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig! 1-800-242-8511**

## Online:

When applying for a permit online please follow this link: <http://www.oshkoshwi.gov/EvolvePublic/>

### **How to Apply:**

Step 1: Click on “*New Account*” or “*Login*” located in the upper right hand corner and enter your contact information. If you have an existing account with our department you may need to contact our office at (920) 236-5050 to set up a password.

Step 2: Click on “*Permit Application*” on the left side of the screen. Select “*Commercial Building*” and “*Signs*” or “*Awnings/Canopies*” for the category, click Next.

Step 3: Enter the address of the project, click next. If the address does not show up enter it in the lower box, click next.

Step 4: Enter the description of your project and the cost. It also needs to include the fair market value (labor and material costs). Only the highlighted fields need to be filled in, click next.

Step 5: If you’re applying as the owner you can also add the building contractor for your project. Only building contractors that have pulled permits in the past are capable of being added.

\* When the permit is ready to be issued you’ll be able to make payments.

\* Inspections will be able to be scheduled after the permit has been obtained.

Step 6: Upload the following for review: site plan, engineering, connection details, UL numbers, etc.

Step 7: Read the Esignature statement and check the “I agree to conditions” box, hit finish.

Step 8: You will see a message that your application has been submitted for review. Someone from the City will contact you if additional information is required and/or when the permit is ready to be issued.

**Please check your junk/spam folder if you do not receive contact from the City.**

\* Please note that no construction can commence until after the permit is approved and obtained.

\* When the permit is ready to be issued you’ll be able to make payments.

\* Inspections will be able to be scheduled after the permit has been obtained.

## Permit Fees:

See the following fee schedules to determine the permit fees: <https://www.oshkoshwi.gov/InspectionServices/PermitFeeSchedule.pdf>

- Inspection Services fee schedule for **building fees**. Questions please contact (920) 236-5050.
- Assessors fee schedule for **property record maintenance fees**. Questions please contact (920) 236-5070.
- Planning Services fee schedule for **zoning fees**. Questions please contact (920) 236-5059.

**Please make checks payable to “City of Oshkosh”.**

This handout was developed by the City of Oshkosh Inspection Services Division as a basic plan submittal guide. It is not intended to cover all circumstances. Check with the Inspection Services Division for additional requirements that may apply to your specific project.

If after reading this guide you still have questions please feel free to contact the Inspection Services Division at (920) 236-5050.