



Town of Winfield, Indiana
Building Department
10645 Randolph St.
Winfield IN 46307

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Website: www.winfieldgov.com





INDEX

Sign Ordinance Information

Application Package consisting of:

- Section 1: Property/Owner Information
- Section 2: Sign Information
- Section 3: Existing or Proposed Electric
- Section 4: Agreement
- Section 5: Affidavit – Property Owner/Sign Contractor
- Section 6: Affidavit – Owner of Property
- Section 7: Contractors
- Section 8: Affidavit – Sign Subcontractor
- Section 9: Affidavit – Subcontractor (Electric, if applicable)



ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION



SIGN INFORMATION

Please refer our website: www.winfieldgov.com

Once there, look to the right side of the screen, Ordinances.

Once you click on Ordinances, this will take you to American Legal Publishing.

Research specific ordinances below:

[Ordinance 156.095](#) Prohibited Signs

[Ordinance 156.096](#) Permitted Signs in All Districts

[Ordinance 156.097](#) Permitted Signs in Specific Districts

(E, F, G) Commercial district (C-1, C-2, C-3) permitted signs and provisions. In the district, the following signs shall be permitted:

- (1) Permanent Signs.
 - a. All signs permitted in R-1, R-2, R-3 and R-4 districts, except that freestanding signs shall not be allowed in a C-1, C-2, C-3 district;
 - b. Business located in a C-1, C-2, C-3 district shall be allowed one principal sign for each business with frontage. These signs may be wall signs, ground signs, roof signs, canopy signs, marquee signs, or mansard signs; and
 - c. Drive-in or drive-through merchandising businesses shall be allowed one informational (menu, price, and the like) sign not exceeding 15 square feet in gross area.
- (2) Temporary Signs. All temporary signs permitted in division (C)(2) above.

[Ordinance 156.098](#) Specific Types of Signs

[Ordinance 156-099](#) Political Signs

[Ordinance 156.100](#) Nonconforming Signs

For a table of signs: Appendix D: Permitted Signs

Appendix E: Sign Dimensions & Standards

NOTE: ALL SIGNS ARE REQUIRED TO MEET NEC CODE SECTION 600



PROCESSING APPLICATION:

The applicant will be notified that the sign permit is approved or disapproved. This usually takes approximately 2-5 days, once accepted.

DURATION OF PERMIT VALIDITY:

Decks must be completed within six months of issuance, unless otherwise indicated. If work is not started within three months of issuance, the sign permit may become null and void.

APPLICATION PACKAGE:

The application package must be completed in its' entirety before submission.

Legal description of property and parcel/property number; as noted on taxpayer statements. The legal description can be found from the plat of survey, or a copy of the deed, or title from the insurance policy.

ESTABLISHMENT OF OWNERSHIP

All applications for a sign must be submitted with proof of ownership of the property. The sign permit application requires signature by the Owner of the Property and a currently registered contractor in the Town of Winfield. The full name, address, and telephone number(s) of the owner must be stated on the application.

SITE PLAN

Site plan must be drawn to scale, with setbacks drawn on document.

Site plans must reflect the following:

1. Length and width of property
2. Abutting roads or easements
3. All existing structures, including fences with their dimensions
4. Existing and proposed elevations at all lot corners
5. All exterior grades and setbacks
6. Driveway culverts or bridges
7. Public streets, curbs, and storm drains on or adjoin the site
8. Ponds, lakes or streams on or adjoining the site
9. All elevations to be referenced to M.S.L. datum
10. Existing driveway(s) – all structures within 50' of property line with elevation

PROPOSED SIGN

Please include a detailed drawing/sketch of the sign, including electrical work (if applicable).

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SIGN PERMIT APPLICATION

SECTION 1: PROPERTY/OWNER INFORMATION

JOB ADDRESS: _____ ZONING _____

OWNER NAME: _____

OWNER ADDRESS: _____

OWNER PHONE #: _____ E-Mail: _____

PARCEL I.D. #: _____

SECTION 2: SIGN INFORMATION

TYPE: freestanding, ground, plate replacement, roof, wall, portable, other: _____

BLDG. FRONTAGE FT. _____ BLDG. FRONT FAÇADE SQ. FT. _____

ATTACHED TO BLDG? YES NO If no, indicate distance of sign from nearest right-of-way and or/easement _____ ft.

SIZE OF SIGN: length _____ height _____ **Total Sq. Footage:** _____

SETBACKS: front _____ rear _____ right side _____ left side _____

ESTIMATED COST \$ _____

SECTION 3: EXISTING OR PROPOSED ELECTRIC

Does the sign require electric illumination? YES NO If yes, external or internal illumination? _____

AMP _____ VOLT _____ **(ALL signs needs external disconnect)**

NOTE: attach drawings reflecting electrical details from power source and include sign components

ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION

SECTION 4: AGREEMENT



CONSTRUCTION SITE:

CONTRACTOR/OWNER INITIALS _____

You are responsible for keeping your construction site, as well as the surrounding area, clean from any construction debris. This includes, but is not limited to, mud and/or debris left on the street from vehicles entering and leaving the job site. Also, you must provide traffic control when construction vehicles are blocking streets and traffic is being visually impaired. SILT FENCES MUST BE PROVIDED FOR ALL JOB SITES.

INSPECTIONS/RE-INSPECTIONS:

CONTRACTOR/OWNER INITIALS _____

We do not schedule inspections. We do not schedule inspections days in advance. Inspections can be called in until 12:00 p.m. (noon) for same day inspections. The Inspector has up to 48 hours to inspect the work. Concrete inspections can be called in, no more than 36 hours in advance.

RED TAGS FOR FAILED INSPECTIONS MUST BE PAID BEFORE A RE-INSPECT CAN BE COMPLETED.

***Note: Information necessary to schedule an inspection:**

Permit #; Address; Phone # (for contact, if necessary) and type of inspection

ELECTRICAL CODE:

Electrical work will be enforced by using HE 2008 National Electrical Code and the 2003, International Residential Code with 2008 Indiana State Approved amendments.

COSTS/FEES:

CONTRACTOR/OWNER INITIALS _____

The Owner/General Contractor agrees to all costs/fees associated with the permit.

ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION



SECTION 5: AFFIDAVIT FOR APPLICATION – COMPLETED BY OWNER/SIGN CONTRACTOR

The information contained in the attached building permit and plan application with all attached exhibits, is to the best of my (our) knowledge and belief, true and correct.

The applicant hereby agrees to abide by and comply with all building and health laws of the State of Indiana, and the zoning, building and registration ordinances of the Town of Winfield, Indiana, and furthermore understands that deviations from or violations of these laws and ordinances or conditions as from the provisions of these laws and ordinances or conditions as stated herein shall constitute a basis for revocation of this permit.

NAME: _____
(print)

(signature)

STATE OF INDIANA)
COUNTY OF LAKE) SS:
)
)

SEAL:

NOTARY SIGNATURE: _____

RESIDENT OF COUNTY OF: _____ STATE OF _____

My Commission Expires: _____



SECTION 6: AFFIDAVIT – IDENTIFICATION – COMPLETED BY OWNER OF PROPERTY

I/We, the property owner, verify that all information contained herein is true and correct.

NAME _____

(print)

(signature, in front of Notary’s presence)

Phone # _____ e-mail address _____

Other Contact Information, if necessary

JOB ADDRESS: _____
Street Town State/Zip Code

MAILING ADDRESS: _____
(IF DIFFERENT) Street Town State/Zip Code

STATE OF INDIANA)
COUNTY OF LAKE) SS:
)
)

SEAL:

NOTARY SIGNATURE: _____

RESIDENT OF COUNTY OF: _____ STATE OF _____

My Commission Expires: _____



SECTION 7: CONTRACTORS

All applicable trades must be licensed with the Town of Winfield

_____ Initial that all BELOW was read:

1. Owner and/or Contractor are responsible for verifying that proposed construction complies with any 'restrictive covenants', if applicable
2. Once the permit has been released, if a change is made in a subcontractor of any trade, the General must notify the Building Department (in writing) and a new affidavit must be filed by the new contractor. **FAILURE TO DO SO WILL RESULT IN ORDINANCE VIOLATION FINES AND A 'STOP WORK ORDER'.**
3. Permit(s) are valid for one-year, from the date of issuance. Renewals must be made prior to expiration date and in compliance with the ordinance.

*Contractors must submit affidavits before a building permit will be accepted for review.

TOWN REG #	TRADE	COMPANY	PHONE #
	*SIGN CONTRACTOR		
	*ELECTRICAL (if applicable)		
	OTHER		
	OTHER		
	OTHER		

ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION

SECTION 8: SIGN CONTRACTOR AFFIDAVIT



PART 1: IDENTIFICATION

DATE: _____
WINFIELD CONTRACTOR REG # _____

PROJECT ADDRESS: _____ LOT # _____

SIGN CONTRACTOR NAME: _____

SIGN CONTRACTOR BUSINESS NAME: _____

MAILING ADDRESS: _____
(street) (town) (state/zip)

PHONE # _____ E-MAIL _____

PART 2: AFFIDAVIT

The undersigned subcontractor verifies:

1. The sign contractor is registered contractor in the Town of Winfield and the information in this document is true.
2. The sign contractor is actually performing the work and/or through his/its employees
3. The sign contractor hereby agrees to abide by and comply with all building ordinances, codes, and health laws of the Town of Winfield and State of Indiana, furthermore understands that any deviations from or violations of these laws and ordinances or conditions as stated herein shall constitute a basis for revocation of this permit.

STATE OF INDIANA)
) SS:
COUNTY OF LAKE)
)

Sign contractor Printed Name

Sign contractor Signature

SEAL:

NOTARY SIGNATURE: _____

RESIDENT OF COUNTY OF: _____ STATE OF _____

My Commission Expires: _____



SECTION 9: SUBCONTRACTOR AFFIDAVIT (ELECTRICAL, if applicable)

PART 1: IDENTIFICATION

DATE: _____
WINFIELD CONTRACTOR REG # _____

PROJECT ADDRESS: _____ LOT # _____

SIGN CONTRACTOR: _____

Electrical SUBCONTRACTOR BUSINESS NAME: _____

MAILING ADDRESS: _____
(street) (town) (state/zip)

PHONE # _____ E-MAIL: _____

WORK PERFORMED: _____

PART 2: AFFIDAVIT

The undersigned subcontractor verifies:

- 4. The subcontractor is registered contractor in the Town of Winfield and the information in this document is true.
- 5. The subcontractor is actually performing the work and/or through his/its employees
- 6. The subcontractor hereby agrees to abide by and comply with all building ordinances, codes, and health laws of the Town of Winfield and State of Indiana, furthermore understands that any deviations from or violations of these laws and ordinances or conditions as stated herein shall constitute a basis for revocation of this permit.

STATE OF INDIANA)
) SS:
COUNTY OF LAKE)
)

Electrician Printed Name

Electrician Signature

SEAL:

NOTARY SIGNATURE: _____

RESIDENT OF COUNTY OF: _____ STATE OF _____

My Commission Expires: _____