

**BUILDING DEPARTMENT**  
 8721 Gull Road, Suite B  
 Richland, MI 49083  
 269-629-0600  
 800-627-2801  
 Fax (269) 629-0601

# SIGN PERMIT Commercial

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Jurisdiction of: \_\_\_\_\_

Permit # \_\_\_\_\_

Job Location: \_\_\_\_\_ Property Tax I.D. #: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Permit Determinant: \_\_\_\_\_  
 Use Group: \_\_\_\_\_ Type of Improvement: \_\_\_\_\_  
 Type Construction: \_\_\_\_\_ Owner: \_\_\_\_\_ ( ) \_\_\_\_\_ phone  
 No. of Floors: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_ Address: \_\_\_\_\_

**NONRESIDENTIAL** - Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

\_\_\_\_\_

\_\_\_\_\_

**REQUIRED DOCUMENTS**

- \_\_\_\_\_ Site Plan Approval
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Variance Approval If Applicable
- \_\_\_\_\_ 2 Sets of Sealed Drawings & Specs.
- \_\_\_\_\_ P.A. 135 Disclosure
- \_\_\_\_\_ Plan Review and Permit Fee

**ADDITIONAL PERMITS REQUIRED**

- \_\_\_\_\_ Curb or Sidewalk Cut
- \_\_\_\_\_ Electrical
- \_\_\_\_\_ Mechanical
- \_\_\_\_\_ Plumbing
- \_\_\_\_\_ Sign or Billboard
- \_\_\_\_\_ Demolition
- \_\_\_\_\_ Erosion Control
- \_\_\_\_\_ Storm Sewer Connection
- \_\_\_\_\_ Sanitary Sewer Tap
- PLAN PREVIEW \$ \_\_\_\_\_
- COST OF PERMIT \$ \_\_\_\_\_
- TOTAL COST \$ \_\_\_\_\_
- Building Dept. By \_\_\_\_\_

Engineer/Architect: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_

**Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:**

Name		Phone ( )	
Address		City	State Zip
Federal ID No./Social Security no.		MESC Employer No.	
License No.	Expiration Date	Worker's Disability Compensation Carrier	

If exempt from any of the above, explain here:

Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

**AGENT'S AFFIDAVIT**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# SIGN INSTALLATION

## PERMIT APPLICATION CHECKLIST (Return with Application)

Permit application for: (job address): \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Before a zoning approval may be granted, all of the following documentation must be submitted with an application to place the sign. By providing all information, you can assure that the application can be reviewed as efficiently as possible.

- \_\_\_\_\_ 1. **COMMERCIAL PERMIT APPLICATION.**
- \_\_\_\_\_ 2. **LOT DIAGRAM or PLOT PLAN** on page two of the application form. The drawing must include all items listed on the form, and must show where the sign is to be placed on the owners property, and its relationship to buildings and lot lines.
- \_\_\_\_\_ 3. **THREE (3) SETS OF SEALED DRAWING & SPECIFICATIONS.** Drawings must include height of the sign and foundation plans. For exterior wall signs, include a drawing that dimensions the entire face of the wall. If there will be multiple signs, and or existing signs, please indicate complete information for all signs that will be located on the property.
- \_\_\_\_\_ 4. **TYPE:** Indicate type of sign to be placed (i.e. free standing pylon, monument, wall, temporary, etc.)
- \_\_\_\_\_ 5. **PROOF OF OWNERSHIP** (deed, land contract, tax statement, etc.)
- \_\_\_\_\_ 6. **PROPERTY TAX ID NUMBER FOR PROPERTY INVOLVED.**
- \_\_\_\_\_ 7. **ELECTRICAL PERMIT:** A separate electrical permit is required for illuminated signs.

Your application will be reviewed when all information has been received, and a permit issued when compliance with applicable ordinance requirements has been verified. Placement of the signage should not proceed until you have first received the zoning approval permit. Approval is required prior to placement of any sign or sign component.

BUILDING DEPARTMENT (Associated Government Services, Inc.) OFFICE HOURS are 8:00 am to 12:00 and 1:30pm to 4:30pm, Monday through Friday. The HOME OFFICE may be contacted by PHONE at 269-629-0600 or 1-800-627-2801 (an answering system operates 24 hours a day to obtain information, forms, and inspections); by MAIL at 8721 Gull Road, Suite B, Richland, MI, 49083; or by FAX at 269-629-0601.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## LOT DIAGRAM

Owner: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Tax #: \_\_\_\_\_

- |                               |   |
|-------------------------------|---|
| 1) Draw lot lines in feet     | 5) Show dimensions of all buildings                           |
| 2) Label street               | 6) Show distance from all sides of buildings to all lot lines |
| 3) Draw existing structures   | 7) Draw lakes, streams, and wet lands within 500 feet         |
| 4) Draw proposed construction | 8) Contractor/owner will stake 2 adjacent lot lines           |

Signature of Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_