

Type of Permanent Sign

Ground/Monument Sign

Wall Sign

Painted Wall Sign

Lettering on Awning or Canopy

Electric Sign – Is sign illuminated _____ Yes _____ No

- Electric Signs require a separate electrical permit and must include the U.L. Label information on electric permit for sign connections.
- **ELECTRICAL SIGN INSTALLER:** Required State License(s): Any person engaged in the business of a sign specialty contractor who is not in a local licensing jurisdiction should be licensed with the State Electrical Administration Board. Contact Department of Labor & Economic Growth, Bureau of Construction Codes, Electrical Division at (517) 241-9320.

Size and specifications of permanent sign must be submitted on a separate attachment

The Building Department reserves the right to require signed and sealed drawings

Signature of Applicant

Date

Required Documents

Wall Sign:

- Submit a layout of the front elevation of the building including all dimensions of the building.
- Show the size of the sign, the size of the lettering, and the location on the building.
- Show the placement and size of the proposed wall sign.
- Show existing signs and if they are to remain.

Ground or Monument /Pole Sign

- Require a site plan showing the location of the property lines, the building, and the proposed location of the sign.
- Drawing showing the size of the sign and size of lettering.
- Footing drawing.

Signs on Awnings and Canopies:

- Provide the size of the canopy or awning. Indicate if new or existing.
- Provide size of lettering and location on awning.

Office Use Only

Comments: _____

Zoning District: _____ Electrical Connection: _____ Non-Conforming: _____

Business License: _____ Changeable Copy: _____ Height Restriction: _____

Building Official Approval Signature

Date