

# SIGN PERMIT APPLICATION

## Area Metropolitan Services Agency

Please make your check payable to and send it to, the appropriate jurisdiction noted.

### Please mark box for appropriate jurisdiction.

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> <b>Bedford Township</b><br>115 S Uldriks Drive<br>Battle Creek, MI 49017<br>ph: 269-965-9096<br>fx: 269-965-0908 | <input type="checkbox"/> <b>City of Battle Creek</b><br>10 N Division St, Ste 111<br>Battle Creek, MI 49014<br>ph: 269-966-3382<br>fx: 269-966-3654 | <input type="checkbox"/> <b>Pennfield Township</b><br>20260 Capital Ave NE<br>Battle Creek, MI 49017<br>ph: 269-968-4422<br>fx: 269-968-2021 | <input type="checkbox"/> <b>City of Springfield</b><br>601 Avenue A<br>Springfield, MI 49015<br>ph: 269-965-3880<br>fx: 269-965-0114 | <input type="checkbox"/> <b>Newton Township</b><br>7988 G Drive South<br>Ceresco, MI 49033<br>ph: 269-979-3212<br>fx: 269-979-4470 |
|---|---|--|--|--|

**Administrative Section:**

- Cash**  
 **Check #** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Inspector Approval** \_\_\_\_\_ **Issued Permit #** \_\_\_\_\_  
**Zoning Administrator Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**I. JOB LOCATION**

NAME OF BUSINESS AND BUSINESS OWNER	HAS AN ELECTRICAL PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
STREET ADDRESS & JOB LOCATION (STREET NO. & NAME)	ZONING CLASSIFICATION
JOB SITE TELEPHONE	CELL NUMBER
	FAX
NUMBER OF EXISTING SIGNS	TOTAL SQUARE FOOTAGE OF EXISTING SIGNS

**II. SIGN CONTRACTOR (if applicable)**

NAME	ADDRESS	CITY/STATE	ZIP
PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS	

**III. ELECTRICAL CONTRACTOR (if applicable)**

NAME	ADDRESS	CITY/STATE	ZIP
PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS	

**IV. LOCATION OF SIGN**

**V. COST OF SIGNS**

<input type="checkbox"/> On Premise Sign <input type="checkbox"/> Off Premise Sign <i>In Battle Creek, call the Planning Department at 966-3320 before submitting an application for an off premise sign.</i>	<b>Portable/Temporary Sign</b>		<b>Permanent Sign</b>	
	Administration Fee	\$25	Administration Fee	\$50
	Zoning Approval	\$15	Zoning Approval	\$25
	Inspection Fee	\$25	Inspection Fee (1 <sup>st</sup> \$1,000 of Cost)	\$50
	Plan Review (if applicable)	\$25	Each Addl \$1,000	\$20
			Plan Review (if applicable)	\$25
	<b>Total Fee Paid:</b>		<b>Total Fee Paid:</b>	

**VI. SIGN INFORMATION**

QUANTITY	TYPE OF SIGN (FASCIA, ROOF, POLE, ETC)	TYPE OF MATERIAL	LENGTH		WIDTH		NUMBER OF SIDES	TOTAL DISPLAY AREA	HEIGHT ABOVE STREET	
			FT	IN	FT	IN			FT	IN

APPLICATIONS MUST INCLUDE CONSTRUCTION DRAWINGS AND SITE PLAN

**VII. COMMENTS/DESCRIPTION**


DRAWING SPACE PROVIDED ON BACK SIDE

