

Date ____/____/____

SIGN PERMIT (Commercial)

AGS Building Department
 8721 Gull Road Ste. B
 Richland, MI 49083
 Phone: 269-629-0600 Toll Free: 800-627-2801
 Fax: 269-629-0601

Permit # _____

Job Location: _____ Property tax: _____

Owner: _____ Phone: _____

Address: _____

No. of Floors: _____ Bldg. Height: _____

For Office Use Only	
Zoning District	_____
Use Group	_____
Type of Construction	_____
Permit Determinate	_____

NONRESIDENTIAL – Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use. **Type of Improvement:** _____

REQUIRED DOCUMENTS

- ____ Site Plan Approval
- ____ Site Plan
- ____ Variance Approval (if applicable)
- ____ 3 Sets of Sealed Drawings & Specs
- ____ 1 Digital copy of Sealed Drawing
- ____ P.A. 135 Disclosure

ADDITIONAL PERMITS REQUIRED

- ____ Curb or Sidewalk Cut
- ____ Electrical
- ____ Mechanical
- ____ Plumbing
- ____ Sign or Billboard
- ____ Demolition
- ____ Erosion Control
- ____ Sanitary Sewer Tap
- ____ Storm Sewer Connection

PLAN REVIEW \$ _____

COST OF PERMIT \$ _____

TOTAL COST \$ _____

Building Official
Make Checks Payable to:

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

		E-mail address	
Name		Phone	Fax
Address		City	State/Zip Code
Fed ID# or SS#	MESC Emp #	Worker's Disability Comp Carrier	
License #	Exp Date	Exempt Reason:	

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 the state relating to the persons who are to perform work on a residential building or 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: _____

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: _____

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: _____