

# 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>Convis Township</b><br>19500 15 Mile Road<br>Marshall, MI 49068<br>ph. 269-789-0654<br>fx. 269-789-0657 | <input type="checkbox"/> <b>Emmett Township</b><br>621 Cliff Street<br>Battle Creek, MI 49014<br>ph. 269-968-0335<br>fx. 269-968-0108 | <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 | <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 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>City of Springfield</b><br>601 Avenue A<br>Springfield, MI 49037<br>ph. 269-441-9273<br>fx. 269-965-0114 |
|---|---|---|--|--|---|--|

#### 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

- On Premise Sign  
 Off Premise Sign  
*In Battle Creek, call the Planning Department at 966-3320 before submitting an application for an off premise sign.*

#### V. COST OF SIGNS

Portable/Temporary Sign	Permanent Sign
Administration Fee	Administration Fee
\$25	\$50
Zoning Approval	Zoning Approval
\$15	\$25
Inspection Fee	Inspection Fee (1 <sup>st</sup> \$1,000 of Cost)
\$25	\$50
Plan Review (if applicable)	Each Addl \$1,000
\$25	\$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

