

# SIGN PERMIT APPLICATION

**Leroy Township**  
8156 4 Mile Road  
East Leroy, MI 49051  
Ph: 269-979-9421  
Fax: 269-979-2775

## Area Metropolitan Services Agency

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

**Please mark box for appropriate jurisdiction.**

**Bedford Township**  
115 S Uldriks Drive  
Battle Creek, MI 49017  
Ph: 269-965-9096  
Fax: 269-965-0908

**Convis Township**  
19500 15 Mile Road  
Marshall, MI 49068  
Ph: 269-789-0654  
Fax: 269-789-0657

**Emmett Township**  
621 Cliff Street  
Battle Creek, MI 49014  
Ph: 269-968-0335  
Fax: 269-968-0108

**Newton Township**  
7988 G Drive South  
Ceresco, MI 49033  
Ph: 269-979-3212  
Fax: 269-979-4470

**Pennfield Township**  
20260 Capital Ave NE  
Battle Creek, MI 49017  
Ph: 269-968-4422  
Fax: 269-968-2021

**City of Battle Creek**  
10 N Division St, Ste 117  
Battle Creek, MI 49014  
Ph: 269-966-3382  
Fax: 269-966-3654

**City of Springfield**  
601 Avenue A  
Springfield, MI 49015  
Ph: 269-441-9273  
Fax: 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?  
 YES       NO       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**

- 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.*

Portable/Temporary Sign	Permanent Sign
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**

