

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? |
| | <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

V. COST OF SIGNS (REQUIRED) \$ _____

| Portable/Temporary Sign | Permanent Sign |
|----------------------------------|---|
| Administration Fee \$25 | Administration Fee \$50 |
| Zoning Approval \$15 | Zoning Approval \$25 |
| Inspection Fee \$25 | Inspection Fee (1 st \$1,000 of Cost) \$50 |
| Plan Review (if applicable) \$25 | Each Addl \$1,000 \$20 |
| | Plan Review (if applicable) \$25 |
| Total Fee Paid: | Total Fee Paid: |

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

