

SIGN PERMIT APPLICATION

CITY OF BATTLE CREEK

10 N. DIVISION ST. SUITE 117

BATTLE CREEK, MI 49014

I. PROJECT INFORMATION

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	EMAIL ADDRESS	

III. ELECTRICAL CONTRACTOR (if applicable)

NAME	ADDRESS	CITY/STATE	ZIP
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	

IV. LOCATION OF SIGN

V. COST OF SIGNS (REQUIRED) \$

On Premise Sign 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 (1st \$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 FT IN	Width FT IN	NUMBER OF SIDES	TOTAL DISPLAY AREA	HEIGHT ABOVE STREET

APPLICATIONS MUST INCLUDE CONSTRUCTION DRAWINGS AND SITE PLAN

VII. COMMENTS/DESCRIPTION

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