



\* THE STAR OF SOUTHWESTERN MICHIGAN \*

# Sign Permit Application

1725 Territorial Road  
Benton Harbor, MI 49022

**Building Inspector shall be called for all footing inspections**  
**Building Inspector shall be called when work is completed Final**  
Submit sign applications at Building Department counter

Dept Tel: (269) 925-7284  
Twp Tel: (269)925-0616  
Fax: (269) 925-7134

Call for inspections at (269) 925-7284

Authority: P.A. 230 of 1972, as amended **Completion of app is mandatory to obtain permit. Penalty: Permit cannot be issued**

Property ID#: 11-03- (office use only) Date of Application: \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Work starting date: \_\_\_\_\_

Cost of sign (includes installation): \_\_\_\_\_

## I. JOB LOCATION

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Street Address & Job Location (Street No. and Name)	City/Village N / A	Township Benton Charter Township	County Berrien

## II. CONTRACTOR INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	State License Number	Expiration Date
Address (Street No. and Name)		City:	State: and Zip Code:
Telephone number:	Cell phone number:	Fax Number:	Email address:
Email Address:	Workers Compensation Insurance Carrier: (or reason for exemption <b>please provide certificate of insurance</b> ):	MESC Employer Number (or reason for exemption)	

## III. TYPE OF SIGN

<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Combination Sign
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Roof Sign	<input type="checkbox"/> Projection Sign	<input type="checkbox"/> Fin Sign

IV. SIZE OF SIGN FACE: \_\_\_\_\_ Feet wide, \_\_\_\_\_ Feet high = \_\_\_\_\_ Total area of sign in square feet.

V. FEET OF FRONTAGE ON ROAD: \_\_\_\_\_ (Allowed total signage = 2 sq. ft. of frontage for each lineal foot of frontage)

VI. SIGN STRUCTURE AND DISPLAY SURFACE:  Metal  Glass  Plastic  Wood

## VII. PLAN REVIEW REQUIRED

Plans and specifications for new construction work, addition to sign (loading), and foundation work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. **A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED for those permit applications.**

**EXCEPTION to plan review requirement #1: If no additional load is to be applied to an existing sign / pole (permit still required).**

**EXCEPTION to plan review requirement #2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00.**

**EXCEPTION to plan review requirement #3: Change out of sign faces with like (similar) materials and connections.**

## VIII. Applicant Signature

**Section 23a of the state construction code act of 1972, PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of sections 23a are subjected to civil fines. In cases where the building code applies, contractors installing signs are to be State of Michigan licensed sign installers. State of Michigan Department of Licensing and Regulation phone number relating to sign licensing is 517/241-9313.**

Signature of Licensee	Date
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IX. Electrical: If there are electrically energized parts, a separate Electrical Permit must be applied for.

X. Fee Clarifications: Fees are based on the 1997 Uniform Building Code Fee Schedule (call this office for fee schedule).

If this permit has been faxed to you and you do not have the back side of this sheet, please call and ask for page 2 to be faxed to you.

## XI. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Sign installation shall not be started until the application for permit has been filed with Benton Charter Township. All installations shall be in conformance with the 2003 Michigan Building Code. NO work shall be concealed until inspected. The name of the inspector and the telephone number will be provided on the permit form. When ready for an inspection, call the inspector, providing as much advance notice as possible. The inspector will need the job location and permit number.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, handicap or political beliefs.

**Drawing: Represent here what the sign will look like:** Also submit all shop drawings with the permit application including any sealed documents required for engineered footings and structural elements:

## XII. PROVIDE A DRAWING OF:

- 1) SITE PLAN, with property location
- 2) The overall horizontal and vertical measurement of the outline shape of the sign
- 3) The vertical distance from grade (ground) to the top of the sign
- 4) The vertical distance from grade (ground) to the bottom of the sign
- 5) Type, (size, dimension, thickness) of column, if applicable.
- 6) Depth of embedment, if applicable and SIZE OF FOUNDATION
- 7) Wall fasteners, if applicable

**Drawing: Represent here (or on separate sheet) what the sign will look like:** Also submit all shop drawings with the permit application including any sealed documents required for engineered footings and structural elements:

**Michigan sign installer's license is required. A permit can only be issued to a licensed Michigan sign contractor.**

**Sign Ordinance:** Provisions relating to signs may be found online at [municode.com](http://municode.com) by clicking on the State of Michigan and following that to Benton Charter Township. You may also call the Township and speak to an inspector for much quicker answers.

**Please use this space to present drawings as requested above. Or, please send on separate paper. All signs for one location will be combined on one permit. Please combine value of all signs in determining permit value. Plan review will be done as outlined above.**

**ELECTRICAL:** Application for sign permits served / changed electrically shall be accompanied by an electrical permit application and fees. Any sign that has electrical equipment installed will require separate electrical application and fees.