



# SIGN PERMIT APPLICATION

BENTON CHARTER TOWNSHIP BUILDING DEPARTMENT

1725 Territorial Road  
Benton Harbor, MI 49022

**Permit Holder MUST call for Inspections & give a  
24 Hour Notice at (269) 925-7284**

**Tel: (269) 925-7284  
Fax: (269) 925-7134**

Submit all Sign Applications at Building Department counter

Authority: P.A. 230 of 1972, as amended <b>COMPLETION: MANDATORY TO OBTAIN PERMIT</b> PENALTY: PERMIT CANNOT BE ISSUED <i>BCT is an equal opportunity employer / program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.</i>	<b>DATE OF APPLICATION:</b>
OFFICE USE ONLY: <b>PROPERTY ID#:</b>	<b>PERMIT FEES/RECEIPT #: (total construction cost)</b>

## I. JOB LOCATION

**Please Make Checks Payable To: Benton Charter Township**

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

Indicate applicant: <input type="checkbox"/> Contractor <input type="checkbox"/> Design Prof. <input type="checkbox"/> <input type="checkbox"/>	Name	State License Number and Expiration date:	
	Address (Street # and Name)	<b>EMAIL ADDRESS: (PRINT CLEARLY)</b>	
City	State	Zip Code	<b>Workman's comp Insurance Carrier and expiration date (or reasons for exemption):</b>
Phone number: Cell preferably	Fed Employer #:	MESC Employer #:	

## 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

**IF THERE ARE MORE THAN ONE SIGN(S) PER PROPERTY, PLEASE LIST THEM ALL IN COMBINATION ON ONE PERMIT APPLICATION, distinguishing them on a site plan and listing them by sign type (above).**

**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. <b>A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED for those permit applications.</b> <b>EXCEPTION to plan review requirement #1: If no additional load is to be applied to an existing sign / pole (permit still required).</b> <b>EXCEPTION to plan review requirement #2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00.</b> <b>EXCEPTION to plan review requirement #3: Change out of sign faces with like (similar) materials and connections.</b>
---

**If this permit has been faxed to you and you do not have the reverse side (page 2) please call and ask for it to be faxed to you:**

## 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

**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).**

#### **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 currently adopted version of the **2021 Michigan Building Code**. NO work shall be concealed until inspected. For inspections, please call one of the telephone numbers above until you reach, and arrange, and inspection.

**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.

#### **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:

**ELECTRICAL:** Application for sign permits served / changed electrically shall be accompanied by an electrical permit application and fees.

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

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