

DELTA CHARTER TOWNSHIP BUILDING DEPARTMENT

◆ 7710 West Saginaw Highway ◆ Lansing, Michigan 48917 ◆ (517) 323-8530 ◆
 Township Website: www.deltami.gov Email: signs@deltami.gov

SIGN PERMIT APPLICATION

ALL ITEMS SHALL BE FILLED OUT

SIGN PERMIT NUMBER _____

I. JOB LOCATION Date _____

Name of Owner/Agent		Phone Number
Street Address of Job Site		
Email	Zoning	
Lot/Section Number	Mall/Plaza	

II. SIGN INSTALLER INFORMATION

Sign Installer's Name		
Address		
City	State	Zip Code
Phone Number	Cell Number	
E-mail Address	Fax Number	

Verification of Landscape Compliance is required

Site plan and sketch of sign (with dimensions) is required with the application

NOTE: An ELECTRICAL SIGN requires an Electrical Permit before installing the sign.

III. TYPE OF SIGN

<input type="checkbox"/> Wall	<input type="checkbox"/> Ground	<input type="checkbox"/> Pole
<input type="checkbox"/> Temporary	<input type="checkbox"/> Banner	<input type="checkbox"/> Trailer <input type="checkbox"/> Other
<input type="checkbox"/> Illuminated * Elect. Permit Req.	<input type="checkbox"/> Non-Illuminated	
Electrical Installer.	Separate Electrical Permit Required	
Business Name of Sign:		
The Sign Reads:		
Total Sign Display Area: Height Width	Sign Distance from Right of Way (R.O.W.)	
Be advised that placing signs in the R.O.W. is prohibited. Pole signs may not encroach on or over the R.O.W. Ten foot setback for any sign over 3 ft. in height. Property owner is responsible for final verification of the property line.		
Height and Width of Wall Served Height Width	Elevation (Direction)	
Temporary Sign Start Date	Temp. Sign Removal Date	
	FEE	NO. TOTAL
Wall Signs (fee is per wall)	\$30.00	
Ground, Pole, Expressway Sign	\$65.00	
Temporary Sign (Only 1 at a time) For 9 Days - (Max of 5 per year)	\$50.00	
** Refundable Bond ** Temporary Trailer/Mobile Signs	\$150.00	

TOTAL PERMIT FEE \$ _____

Fees changed 11/2017

Form Rev. 4/10/2018

IV. APPLICANT SIGNATURE

Signs and sign structures shall be designed and constructed to resist wind forces to comply with the Michigan Building Code. Footing inspections and sealed engineered drawings are required to be submitted to the Building Inspector for pole & expressway signs.	
I do hereby agree to comply with the terms and requirements of all existing ordinances of Delta Charter Township and the State of Michigan sign ordinance known as Act No. 106 Public Act of 1972.	
Signature of Applicant	<u>Date</u>
Building Inspector Approval (Pole/Expressway Signs)	<u>Date</u>
Application Approved By:	<u>Date</u>