

**Buchanan City Building Safety Department**  
**302 N. Redbud Trail,**  
**Buchanan, MI 49107**  
**Phone: 269-695-0011**  
**Fax: 269-695-0009**  
**Email: glewis@cityofbuchanan.com**

**SIGN PERMIT APPLICATION**

PROPERTY ID# \_\_\_\_\_

VALUE OF SIGN \_\_\_\_\_ PERMIT FEE \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_

SIGN OWNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGN CONTRACTOR'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE# \_\_\_\_\_ EMAIL \_\_\_\_\_

**TYPE OF SIGN**

BANNER \_\_\_ GROUND \_\_\_ WALL \_\_\_ ROOF \_\_\_ OTHER(specify) \_\_\_\_\_

**GROUND SIGN**

SIZE OF SIGN FACE \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ. FT.

HEIGHT OF SIGN FROM GRADE TO TOP OF SIGN \_\_\_\_\_

ATTACH DRAWING OF PLOT PLAN SHOWING LOCATION OF SIGN ON THE PROPERTY.

WILL SIGN BE ON THE PROPERTY RENDERING THE ADVERTISED GOODS OR SERVICES? \_\_\_\_\_

NUMBER OF GROUND SIGNS NOW ON THE PROPERTY \_\_\_\_\_

**WALL SIGN**

SIZE OF SIGN \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ. FT.

NUMBER OF WALL SIGNS NOW ON THE BUILDING \_\_\_\_\_

LOCATION OF NEW WALL SIGN ON THE BUILDING \_\_\_\_\_

LENGTH OF BUILDING/STRUCTURE ON WHICH THE SIGN WILL  
BE ATTACHED \_\_\_\_\_

IS THERE A SIGN ON THIS PROPERTY CURRENTLY? \_\_\_\_\_

IF SO, DESCRIBE \_\_\_\_\_

METHOD OF ATTACHING NEW SIGN \_\_\_\_\_

**ROOF SIGN**

ATTACH DRAWING SHOWING SIZE, LOCATION & ATTACHMENT METHOD

**OTHER SIGN**

ATTACH DRAWING SHOWING SIZE, LOCATION & ATTACHMENT METHOD

**PLEASE ATTACH A SKETCH, PHOTO OR ARTISTIC RENDERING OF THE PROPOSED SIGN SHOWING THE OVERALL HEIGHT & LENGTH OF THE SIGN & THE NATURE OF THE ADVERTISING COPY TO BE ON THE SIGN.**

**ALL ELECTRICAL WORK/INSTALLATIONS MUST BE DONE BY A COMPANY WITH A VALID MICHIGAN SIGN SPECIALIST CONTRACTOR'S LICENSE OR A MICHIGAN MASTER ELECTRICAL LICENSE. ALL WORK MUST BE DONE IN CONFORMANCE WITH LOCAL ZONING ORDINANCES AND THE MICHIGAN BUILDING AND ELECTRICAL CODES. ELECTRICAL WORK REQUIRES A SEPARATE ELECTRICAL PERMIT AND INSPECTIONS.**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_