

Application fee: _____

Date Received: _____



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Permit #: _____

Charter Township of Highland ♦ 205 N. John St. ♦ Highland, MI 48357 ♦ Phone – (248) 887-3791, ext. 2

APPLICATION FOR SIGN PERMIT

Instructions to Applicant:

Answer each question completely. Please read the additional instructions provided for this application. You are responsible for the accuracy of the application and drawings. Any false statements, whether intentional or not, will result in the revocation of the permit and possible prosecution. All signs must be in accordance with the Michigan Building Code, the National Electric Code and the Zoning Ordinance. An individual business owner may pull a permit only if they are not using a contractor to install the sign.

Incomplete submittals will not be processed.

1) Owner of Building:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell: _____

2) Owner of Sign/or Business/Both: (Circle One)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell: _____

3) Contractor (Installer): (Include copies of all licenses including drivers license)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell: _____

Sign Specialist License # _____ Sign Contractor License # _____

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4) Location of Sign:

Address: _____

City: _____ State: _____ Zip: _____

Parcel #: _____

5) Type of Sign:

Freestanding Freestanding w/footings Wall Mounted Temporary Directional

6) Zoning:

Current Zoning: _____

7) Site Plan:

Attach Site Plan: (All drawings must be to scale) Yes ____ No ____

8) Sign drawings must be to scale and include the following:

1) Sign Height: (from grade to top of sign) Yes ____ No ____

2) Sign dimensions: Vertical – Horizontal –Total area Yes ____ No ____

3) Sign type: Wood, Plastic, Lighted, Metal, Channel, etc. Yes ____ No ____

4) Elevation Drawing of Sign (including text and drawn to scale) Yes ____ No ____

5) Describe and/or include photos of any other signs located on the property. Yes ____ No ____

9) Other Applicable Permits:

Electrical permit with UL number (UL # must be provided prior to final inspection)

10) Acknowledgement/Signature:

I, the undersigned, state that the foregoing answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

Print Name: _____