SIGN PERMIT APPLICATION

❑ **Charter Township of Pennfield** 20260 Capital Ave. N.E. Battle Creek, MI 49017 Phone: 616-968-8549 Fax: 616-968-2021	**Area Metropolitan Services Agency** Please make your check payable to and send it to, the appropriate jurisdiction noted. ☑ **Please mark box for appropriate jurisdiction.**	❑ **Newton Township** 7988 G Drive South Ceresco, MI 49033 Phone: 616-979-3212 Fax: 616-

❑ **Charter Township of Bedford** 115 S. Uldriks Drive Battle Creek, MI 49017 Phone: 616-965-9096 Fax: 616-965-9096	❑ **Leroy Township** 8156 Four Mile Rd. East Leroy, MI 49051 Phone: 616-979-9421 Fax: 616-979-9421	❑ **City of Battle Creek** 77 E. Michigan Ave. Battle Creek, MI 49014 Phone: 616-966-3382 Fax: 616-966-3654	❑ **Charter Township of Emmett** 620 Cliff Street Battle Creek, MI 49017 Phone: 616-968-0335 Fax: 616-968-0335	❑ **City of Springfield** 601 Avenue A Springfield, MI 49015 Phone: 616-965-2354 Fax: 616-965-2354

Date of Application: _____ ❑ Residential ❑ Commercial ❑ Industrial	**Not Valid without Receipt No. _____** **Permit No. _____**
Business Name:	**Address:** **City & State:** **Zip:**
Owner Name:	**Address:** **City & State:** **Zip:**
Zoning District:	❑ **On Premise Sign** ❑ **Off Premise Sign**
Existing Signage: List Number of Signs & Square Foot Total Number of Signs: Total Square Feet:	
Sign Contractor: _____ Address: _____ City & State: _____Zip: _____ Phone #:	**Electrical Contractor:** (If Applicable) _____ Address: _____ City & State: _____Zip:_____ Phone #:

Cost of Sign (less electrical installation cost): _____

Portable / Temporary		**Permanent**	
Administration Fee	$20.00	Administrative Fee.	$40.00
Zoning Approval	$10.00	Zoning Approval	$20.00
Inspection Fee	$20.00	Inspection Fee (First $1000 of cost)	$40.00
		Each Additional $1,000	$15.00

Date Approved: Building Inspector _____ Zoning Adm. _____

APPLICATIONS MUST INCLUDE CONSTRUCTION DRAWINGS AND SITE PLAN

# of Each	Type of Sign: Fascia, Roof, Free Standing, Etc.	Type of Material	Length FT | IN	Width FT | IN	# of Sides	Total Display Area FT | IN	Height Above Street FT | IN