



Sign Permit Application

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • 231 348-0350

Permit # _____

Applicant Information

Name: _____

Phone: _____ Email: _____

Address: _____

I hereby certify that the proposed work is authorized by the business and building owner and that I have been authorized by both to make this application as his/her agent. All information submitted on this application is accurate to the best of my knowledge. Notification will be made regarding any modification to this information. We agree to conform to all applicable laws of this jurisdiction and authorize City staff to enter upon the property for which this permit is requested.

Applicant Signature: _____ Date: _____

Building Owner's Signature: _____ Date: _____

Sign Location

Address: _____

REQUIRED INFORMATION

Applications will not be reviewed until all required information is provided

1. **Sign Location Drawing** Distance measured in feet and inches from the sign in relation to nearby buildings, sidewalks, street curbs, structures, other on-site signs, and property lines shall be shown. For wall-mounted signs, an illustration of the sign on the building.
2. **Sign Elevation Drawing**
 - a. Height of the sign above the ground and support structure(s).
 - b. Area and dimensions of sign surface.
 - c. Lettering of the sign shall be graphically shown to scale as it will appear on the erected sign, shall be in the style of the finished sign, and shall be illustrated to the approximate size and weight of the lettering of the final constructed sign.
 - d. Materials and colors to be used on the sign face and support structures shall be labeled.
 - e. Method of illumination, if any, shall be shown. **In the case of internally-illuminated signs, the drawing shall identify which part of the sign is translucent and which part is opaque.**
3. If deemed necessary by staff, items listed in Section 10.1(c)-(h) may be required.

All permits issued shall expire, unless authorized work is commenced, within six (6) months after issuance of the permit.

Staff Notes

For Office Use Only

Permit Fee: _____ Date Paid: _____

Staff Signature: _____ Date: _____