

SIGN PERMIT APPLICATION

City of Adrian
Community Development - Construction Code Division
135 E. Maumee Street
Adrian, MI 49221
Ph (517) 264-4814 Fax (517) 264-8016

Paid _____
Permit #PS _____
For Office Use Only

I. JOB LOCATION

Name of Business	Name of Owner or Agent	Is this a new business at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street address & job location		Owner's Daytime Phone: Owner's Home Phone:

I. CONTRACTOR/OWNER INFORMATION

Contractor is: <input type="checkbox"/> Sign Contractor <input type="checkbox"/> Owner	Office Phone:
Name:	Project Manager:
Address (Street No. and Name)	Cell Phone:
City	Mailing Address:
State	Zip Code
Federal ID Number (or reason for exemption)	

III PLAN REVIEW: THE FOLLOWING INFORMATION IS REQUIRED FOR REVIEW

Note: The supplied dimensions and plans must conform to current sign ordinances for sign application to be approved. Please review City Sign Ordinance prior to making application.

Zoning District: B-1 B-2 B-3 (*Downtown) B-4 OS-1 Industrial Residential

**B-3 Downtown Central Business Sign applicants must complete 'B-3 Sign Application' to be approved by the Downtown Development Authority prior to sign permit being issued. Please allow a few extra weeks for this process.*

First Sign:	<input type="checkbox"/> New Sign	<input type="checkbox"/> Replacement Sign	<input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Permanent Sign		
Type:	<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Projection	<input type="checkbox"/> Awning	<input type="checkbox"/> Banner	<input type="checkbox"/> Other
Sign	Materials:					
Sign To Read:	_____					
Sign Location:	_____					
Sign Dimensions:	<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided	Width _____	Height _____	Depth _____	Total Sq Ft: _____
Distance from ground to bottom of sign	_____ Pole Sign overall height _____					
Is sign illuminated electrically?	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Has electrical permit application been submitted for this sign ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required					

Note: All electrical work shall be installed in accordance with the State Mechanical Code by a Licensed Electrical or Electrical Sign Contractor. Electrical work **shall not be enclosed, covered up, or put into operation** until it has been **inspected** and **approved** by the Electrical Inspector. The electrical permit applicant assumes the responsibility to arrange for necessary inspections.

2nd Sign:	<input type="checkbox"/> New Sign	<input type="checkbox"/> Replacement Sign	<input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Permanent Sign		
Type:	<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Projection	<input type="checkbox"/> Awning	<input type="checkbox"/> Banner	<input type="checkbox"/> Other _____
Sign Materials:	_____					
Sign To Read:	_____					
Sign Location:	_____					
Sign Dimensions:	<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided	Width _____	Height _____	Depth _____	Total Sq Ft: _____
Distance from ground to bottom of sign	_____ Pole Sign overall height _____					
Is sign illuminated electrically?	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Has electrical permit application been submitted for this sign ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required					

COMPLETE APPLICATION ON BACK SIDE

Additional Description:

V. APPLICANT

I hereby certify that the sign work described on this permit shall be installed in accordance with Chapter 99 of the City of Adrian Code, and shall be installed in accordance with approved drawings. I further understand that it is my responsibility to notify the inspection department upon completion of sign installation.

Signature of Applicant

X _____ Print Name: _____ Date: _____

PERMIT FEE

	Fee	#Items	Total
Up to 50 square feet	\$50.00		
51 to 100 square feet	\$100.00		
101 square feet and greater	\$200.00		
Temporary Sign	\$25.00		
TOTAL FEES Make checks payable to "City of Adrian"			

INSTRUCTIONS FOR COMPLETING APPLICATION

FEE CHARGE- Enter the number of items installed, multiply by the unit price for total fee

GENERAL: Electrical work *shall not be started* until the application for permit has been filed and permit issued.

EXPIRATION OF PERMIT: A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for period of six months after the time of commencing the work.

**Attach a full-colored drawing or computer rendering of proposed sign to this application.
Please indicate the location or placement of the sign.**

OFFICE USE ONLY

Approved by:

Date: