

BIG RAPIDS CHARTER TOWNSHIP BUILDING DEPARTMENT

14212 Northland Drive
 Big Rapids, MI 49307
 Phone: 231-796-3603 Fax: 231-796-2533
www.bigrapidstowship.net zoning@bigrapidstowship.net

Permit Number: _____

Authority: P.A. 230 of 1972 as amended Completion: Mandatory to obtain permit Penalty: Permit will not be issued
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APPLICATION FOR SIGN PERMIT

NOTE: SEPARATE APPLICATION MUST BE COMPLETED FOR ELECTRICAL PERMITS.

I. PROJECT INFORMATION

PARCEL NO: 54-05- _____ - _____ - _____ SECTION NO.: _____ PARCEL SIZE _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____
BETWEEN _____ AND _____		

II. IDENTIFICATION

A. OWNER OR LESSEE

ADDRESS _____			
CITY _____	STATE _____	ZIP CODE _____	TELEPHONE NUMBER _____

B. ARCHITECT OR DESIGNER

NAME _____	ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____	TELEPHONE NUMBER _____
LICENSE NUMBER _____			EXPIRATION DATE _____

C. CONTRACTOR (Contractors are required to be registered with the Township)

NAME _____	ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____	TELEPHONE NUMBER _____
FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION) _____			CELL PHONE NUMBER _____
WORKERS COMP INSURANCE CARRIER (OR REASON FOR EXEMPTION) _____		MESC EMPLOYER NUMBER (OR REASON FOR EXEMPTION) _____	
BUILDERS LICENSE NUMBER _____	EXPIRATION DATE _____	EMAIL ADDRESS _____	

III. TYPE OF SIGN (Circle)

1. PERMANENT 2. TEMPORARY (less than 180 day display, not affixed to the property) 3. OTHER _____

4. BUILDING/WALL MOUNTED 5. MONUMENT 6. PEDESTAL 7. BANNER 8. AWNING

9. PROJECT COST: \$ _____ 10. SIGN SIZE: _____ X _____ = _____ SQ FT

Please attach 2 copies of the project plans to this application

IV. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION. PERMIT WILL NOT BE ISSUED UNTIL ALL FEES ARE PAID.

NAME		PRIMARY TELEPHONE NO.
ADDRESS		ADDITIONAL TELEPHONE NO.
CITY	STATE	ZIP CODE
FEDERAL I.D. NUMBER	EMAIL ADDRESS	

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT	DATE
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V. PERMIT FEES

PERMIT FEES (separate Electrical Permit may be required):	QUANTITY	FEE	CHARGE
Temporary signs less than 10 sq. ft.		No Charge	
Temporary signs greater than 10 sq. ft.		\$ 25.00	
All Banner signs over 20 sq. ft. total		\$ 50.00	
Monument sign up to 50 sq. ft. (1 inspection)		\$ 100.00	
Monument sign over 50 sq. ft. (2 inspections)		\$ 200.00	
Awnings (not included in original building permit)		\$ 200.00	
Building/wall mounted sign (1 inspection)		\$ 200.00	
Pedestal sign under 25 ft. high (2 inspections)		\$ 200.00	
Pedestal sign over 25 ft. high (2 inspections)		\$ 500.00	

Total Permit Fee: \$ _____

VI. VALIDATION - FOR DEPARTMENT USE ONLY (DO NOT WRITE IN THIS AREA)

USE GROUP: _____ BASE VALUE: _____

NUMBER OF INSPECTIONS: _____ BASE FEE: _____

ADDITIONAL FEE CALCULATIONS:	PROJECT DESCRIPTION / NOTES:
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Zoning District: _____ **Setbacks:** Front: _____ Rear: _____ Sides: _____

Does the proposed use meet the requirements of the zoning ordinance?	YES	NO
Is a special approval required? (SUP, PUD, Planning Commission site plan review or Variance)	YES	NO

APPROVED BY: (ZONING OFFICIAL SIGNATURE)	DATE
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