

CITY OF ESCANABA SIGN PERMIT APPLICATION

Revision: 08/11/2015

INSTRUCTIONS: Complete all pertinent fields, then read the information at the bottom of the form. This is an application only. This form must be submitted and approved prior to installation of sign(s). After sign review is made, you will be notified that the permit can be issued or is denied. If approved, you may then submit payment, and your permit will be processed. A scale drawing must accompany this application. A final inspection must be made after the work is completed. All information on this form is mandatory information needed to process the application. Failure to supply the information will result in denial of the application. All lighted signs must be installed by a licensed State of Michigan Sign Specialty Contractor or Electrical Contractor.

Name and Address of Business (Where Sign is to be Located):

Business Name: _____ Business Phone: _____
Business Street Address: _____
Business Mailing Address: _____
Business Owner's Name: _____ Zone District Classification: _____
Business E-Mail Address: _____

Name and Address of Property Owner:

Property Owner: _____ Phone: _____
Mailing Address: _____
E-Mail Address: _____

Name and Address of Sign Installer:

Company Name: _____ Phone: _____
Mailing Address: _____
E-Mail Address: _____
Insurance Carrier and Policy: _____

Are any proposed signs illuminated: YES* NO
*If "YES", is sign approved by underwriter's laboratory? YES NO
*If "YES", are you a licensed State of Michigan Sign Specialty Contractor or Electrician?
YES NO License # _____

Do any proposed signs have: Moving parts, blink, flash, swing or revolve, or include strings of lights or pennants?
YES NO

Are you licensed to install signs in the City of Escanaba, by the City of Escanaba? YES NO*
*If "NO", are you the property owner and will you be installing the sign on your own? YES NO

DESCRIPTION OF PROPOSED SIGN(S)

| | | |
|--------------------------|-----------------------------|-------------------|
| Detached/Pole Sign | Dimensions: Height _____ft. | Area sq. _____ft. |
| Ground Sign | Dimensions: Height _____ft. | Area sq. _____ft. |
| Projecting Sign | Dimensions: Height _____ft. | Area sq. _____ft. |
| Wall Sign | Dimensions: Height _____ft. | Area sq. _____ft. |
| Message Board | Dimensions: Height _____ft. | Area sq. _____ft. |
| Outdoor Advertising Sign | Dimensions: Height _____ft. | Area sq. _____ft. |
| Other: _____ | Dimensions: Height _____ft. | Area sq. _____ft. |

EXISTING SIGNS

| | | |
|---|------------------------------|--------------------|
| Are there any signs presently on the building/premises? | YES* | NO |
| *If "YES", describe each existing sign: | | |
| Detached/Pole Sign | Dimensions: Height _____ ft. | Area sq. _____ ft. |
| Ground Sign | Dimensions: Height _____ ft. | Area sq. _____ ft. |
| Projecting Sign | Dimensions: Height _____ ft. | Area sq. _____ ft. |
| Wall Sign | Dimensions: Height _____ ft. | Area sq. _____ ft. |
| Message Board | Dimensions: Height _____ ft. | Area sq. _____ ft. |
| Outdoor Advertising Sign | Dimensions: Height _____ ft. | Area sq. _____ ft. |
| Other: _____ | Dimensions: Height _____ ft. | Area sq. _____ ft. |

STATEMENT OF UNDERSTANDING

"I understand that permits are not licenses, all rights and privileges acquired under the provisions of Escanaba's Sign Ordinance are clearly understood by the Applicant, Sign Installer and/or Property Owner. All permits issued pursuant to the Escanaba Sign Ordinance are hereby subject to this provision. I understand that these, and any future signs, are subject to review by the City/State of Michigan and are to be declared and permitted prior to placement. I understand all lighted/electrical sign installations must be made by either a licensed State of Michigan Sign Specialty Contractor or Electrical Contractor.

Applicant Signature

Date

FOR OFFICE USE ONLY

REVIEW STATUS

- The permit is approved as submitted. Sign must be installed by the permitted sign installer listed on the face of the permit application.
- The permit is approved as submitted and expires on _____.
- The permit is approved/denied as submitted with the following conditions and expires on _____.
 - A building permit must be obtained from the Delta County Building and Zoning Department, 310 Ludington Street, Escanaba, MI 49829.
 - All lighted signs must be installed by a licensed State of Michigan Sign Specialty contractor or electrical contractor. A copy of the license must be provided before the Sign Permit Application can be approved.
 - Other _____
- Denied as submitted. Please reference Section 2015 Variances and Appeals of Escanaba's Sign Ordinance should you desire to appeal this finding.

Signature of Reviewer: _____ Date: _____

LETTER OF AUTHORIZATION TO OBTAIN A SIGN PERMIT

PURPOSE: All applications for sign permits must be submitted to the City of Escanaba for review and approved prior to permit issuance. Each application must include a site plan and/or site sketch plan and all data necessary to show that the requirements of the Sign Ordinance are met. The purpose of this form is to authorize an outside party to obtain sign permits on behalf of the property owner. By authorizing this letter, the property owner fully understands complete ordinance compliance is the ultimate responsibility of the property owner.

DATE: _____

To Whom It May Concern:

I, _____, as the owner or agent for the property listed as _____, Escanaba, MI 49829, do authorize

_____ or their authorized agent, to obtain a
(contractor/architect/engineer)
sign permit for the above referenced property on my behalf.

Owner or Agent

Date

Telephone Number

E-Mail Address

Sworn and subscribed to before me this _____ day of _____,
20____ and being personally known to me as _____.

Notary Public

My commission expires: _____, for _____
County, MI.

Sign Permit Application Procedure

The following procedure is provided to assist you in obtaining the necessary approvals for a sign permit. Please note that sign permits cannot be issued until:

1. A complete application has been submitted. A completed application includes drawings of the sign and its location on the building or site. Additionally, a copy of the City of Escanaba Installer's License and Liability Insurance Certificate must be submitted. If the sign permit is being obtained on behalf of the property owner, a Letter of Authorization to Obtain a Sign Permit must also be submitted.
2. All necessary electrical permit approvals from the State of Michigan have been applied for, obtained and filed with sign permit application.

The following illustrates the order in which the process should take place:

1. Submit your sign permit application and electrical permit(s), if required, to the City of Escanaba Community Preservation Department. Sign permit applications can be obtained from the City of Escanaba, 410 Ludington Street, Escanaba, MI 49829. State electrical permits can be obtained on-line at www.Michigan.gov/bccfs.
2. Upon submittal of application package, City staff will review for ordinance compliance.
3. The Community Preservation Department will notify you when the sign permit is approved. Once approved, fees must be paid before the permit is released. Sign permits cannot be issued until you have paid for them in full.
4. If a building permit is required, a copy of the approved City of Escanaba Sign Permit must be filed with the Delta County Building and Zoning Department, 310 Ludington Street, Escanaba, MI 49829, so that a building permit may be obtained. **The Delta County Building and Zoning Department will not issue a building permit without an approved City of Escanaba Sign permit.**

Additional Required Information

1. A site plan must be provided which shows the following information:
 - a. Identify adjacent property owners and property use;
 - b. Location of any existing sign(s) on the property including distance from the side and front property lines to the existing sign(s);
 - c. Location of proposed sign(s) including the distance from the side property lines and front property lines to the proposed sign(s);
 - d. Location of any building structure(s) on the site;
 - e. North arrow indication;
 - f. Identify adjacent roads/avenues/street/highways;
 - g. Proposed message, style, dimensions, etc. of ad-copy.
2. All Outdoor Advertising Sign Applications must include a design certification by a State of Michigan registered engineer/architect verifying compliance with current wind load requirements.
3. Building Wall Sign, Awning or Canopy Sign applications must include a scale drawing of the building face on which the proposed sign will be located. The drawing must include the dimensions of the face, location and dimensions of the proposed sign and the height of the sign above the ground.

(NOTE: Other information may be required dependent upon circumstances of sign location and basis for approval).