

## 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](http://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).