

Fee: \$30.00

City of Escanaba
SIGN PERMIT APPLICATION

Revised: 5/8/17

INSTRUCTIONS: Complete all pertinent fields and submit with a scale drawing and permit fee. This is an application only. This form must be submitted and approved PRIOR to the installation of sign(s). After a review is made, you will be notified if the application is approved or denied. All signs must be installed by a contractor licensed by the City of Escanaba which can be obtained through the City Clerk’s office. All lighted signs must be installed by a licensed State of Michigan Sign Specialty Contractor or Electrical Contractor.

BUSINESS Information (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 _____

PROPERTY OWNER Information

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

SIGN INSTALLER Information

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

SPECIAL LICENSING DETERMINATIONS	YES	NO
Are any proposed signs illuminated?		
If Yes, is sign approved by underwriter’s laboratory?		
If Yes, are you a licensed State of Michigan Sign Special Contractor or Electrician?		
License #:		
Do any proposed signs have moving parts, blink, flash, swing or revolve, or include strings of lights or pennants?		
Are you currently licensed to install signs in the City of Escanaba, by the City of Escanaba?		
*If No, are you the property owner and will you be installing the sign on your own?		

√	DESCRIPTION OF PROPOSED SIGN(S)	Height (in feet)	Area Sq. (in feet)
	Detached/Pole Sign		
	Ground Sign		
	Projecting Sign		
	Wall Sign		
	Message Board		
	Outdoor Advertising Sign		
	Other:		

EXISTING SIGNS		YES	NO
Are there any signs presently on the building/premises?			
If Yes, detail each existing sign in the chart below.			
v	Type of Sign	Height (in feet)	Area Sq. (in feet)
	Detached/Pole Sign		
	Ground Sign		
	Projecting Sign		
	Wall Sign		
	Message Board		
	Outdoor Advertising Sign		
	Other:		

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’s Signature _____ Date _____

FOR OFFICE USE ONLY

v	REVIEW STATUS (Check all that apply.)
	The permit is APPROVED as submitted and expires on _____. Sign must be installed by the permitted sign installer listed on the face of the permit application.
	A building permit must also be obtained from the Delta County Building & Zoning Department at 310 Ludington Street, Escanaba, MI 49829.
	All lighted signs must be installed by a licensed State of Michigan Sign Special contractor or electrical contractor. The license number must be provided on the reverse side of this application.
	The permit is DENIED as submitted. Please reference Section 2015 Variance and Appeals of Escanaba’s Sign Ordinance should you desire to appeal this finding.

Signature of Reviewer: _____ Date: _____