

**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: \_\_\_\_\_