



**Application for Sign Permit**  
 Community Planning and Economic Development  
 245 N Rose St, Ste. 100, Kalamazoo, MI 49007  
 Ph: 3-1-1 (337-8000) Fax: (269) 337-8513

Website: www.kalamazoo.org  
 Email: development@kalamazoo.org

Date: \_\_\_\_\_ Issued: \_\_\_\_\_ Fee: \_\_\_\_\_ Permit #: \_\_\_\_\_

PROJECT          <b>APPLICANT</b>	PROJECT ADDRESS: _____ LEGAL ADDRESS: _____
	OWNER NAME: _____ PHONE#: _____
	OWNER ADDRESS: _____ CITY/ZIP: _____
	DESCRIPTION OF WORK: _____
	NAME (please print): _____ PHONE #: _____
	FIRM NAME (if applicable): _____
	ADDRESS OF FIRM: _____
	EMAIL ADDRESS: _____
	SIGNATURE OF APPLICANT: X _____ DATE: _____
	<p align="center"><b>Notes: A Separate Permit Is Required For Each Sign!</b></p> <p align="center"><b>Provide Dimensions for Sign in Blanks Below</b></p> <p align="center"><b>Incomplete Permits Cannot Be Processed</b></p>

New Sign .....	\$75
Special Event Sign .....	\$50
Grand Opening Sign .....	\$50
Repair/Alteration of Existing Sign .....	\$50

ZONE: \_\_\_\_\_ HDC: \_\_\_\_\_ DDRC: \_\_\_\_\_

APPROVED FOR ISSUE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

WALL SIGN <small>(includes: projecting and awning signs)</small>	Linear Feet of Wall Space _____ Total Square Footage of Existing Wall Sign(s) _____ Size of Proposed Wall Sign(s) ( _____ x _____ ) = _____ Method of Anchorage _____	<b>MATERIALS</b>  Wood Metal Plastic Other _____
FREESTANDING SIGN	Linear Feet of Street Frontage _____ Total Square Footage of Existing Freestanding Sign _____ Size of Proposed Freestanding Sign ( _____ x _____ ) = _____ Height From Ground to Top of Sign Structure _____ Size of Column(s) _____ Type & Depth of Footings _____ Distance From Property Line to Closest Part of Sign _____	
OTHER  <u>Check One:</u>  Special Event  Grand Opening	Type of Sign(s) _____ Date(s) From _____ To _____ From _____ To _____ From _____ To _____ From _____ To _____ Size ( _____ x _____ ) = _____ Height _____ Event Description _____	

TOTAL FEES: _____
IF WORK IS STARTED BEFORE PERMIT IS ISSUED, AN INVESTIGATIVE FEE WILL BE CHARGED.

- Required Project Details (Please Attach):**
1. Location Diagram for Sign Placement  
(If Freestanding Include Distance from Property Lines)
  2. Image or Rendering of Proposed Sign with Dimensions