



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: constructionpermits@kalamazoo.org

Date: _____ Issued: _____ Fee: _____ Permit #: _____

PROJECT	PROJECT ADDRESS: _____ LEGAL ADDRESS: _____
	OWNER NAME: _____ PHONE#: _____
	OWNER ADDRESS: _____ CITY/ZIP: _____
	DESCRIPTION OF WORK: _____
	NAME (please print): _____ PHONE #: _____
	APPLICANT NAME (if applicable): _____
APPLICANT	ADDRESS OF APPLICANT: _____
	EMAIL ADDRESS: _____
	SIGNATURE OF APPLICANT: X _____ DATE: _____
	Notes: A Separate Permit Is Required For Each Sign! Provide Dimensions for Sign in Blanks Below Incomplete Permits Cannot Be Processed
	New Sign \$75 Temporary Sign \$50 Repair of Existing Sign \$50
ZONE: _____	

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 _____	MATERIALS <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Plastic <input type="checkbox"/> 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 _____	
TEMPORARY SIGN	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