SIGN PERMIT APPLICATION

Planning Department, City of Grand Haven
519 Washington Avenue, Grand Haven, MI 49417
Phone: (616) 935-3276   Email: zoningpermits@grandhaven.org

Each sign requires a separate application

1. Project Information

Address/location of property:_____
Bldg. elevation width:_____ Bldg. elevation height:_____
Zoning District:_____ Name of Development:_____

2. Contractor

Name:_____
Company:_____
Address #:_____

Phone #:_____
Email: _____

3. Property Owner

Name:_____
Address:_____
_____
Phone #:_____
Email:_____

4. Required Attachments

- Copy of sign artwork
- Image of sign on building elevation
- Site sketch showing sign location and setbacks if application is for ground or pole sign

- A site plan and engineering if application is for a pylon sign
- Application requires signature of property owner unless an affidavit is provided.
- Required Fee

5. Details of the Nature of Work Proposed *(please identify materials and colors to be used)*

_____
_____

6. Location of Sign *(indicate building elevation and setbacks)*

_____
_____

7. Type of Sign(s)

Wall:_____ Pole:_____
Ground:_____ Awning:_____
Projecting:_____ Portable:_____
*Temporary:*_____ *Dates Displayed*:_____

8. Size of Sign *(see Section 40-705 for type and size of sign permitted by zoning district)*

Overall Height:_____ Overall Width:_____
Overall Depth:_____ Sign Area (Square Feet):_____
Ground Clearance (pole sign):_____ Number of Sides (ground or pole):_____

9.   Materials/Style*

Metal:_____   Wood:_____

Plastic:_____   Painted:_____

Other:_____

10.   Sign Lighting* *(see Section 40-701 for type of sign lighting permitted by zoning district)*

Source (circle one): Internal   or   External   Number of Fixtures proposed:_____

Type of lighting proposed:_____   Height from grade (if applicable):_____

Name of Electrician:_____

*Signs may require a Building Permit with the Dept. of Public Safety

**Signs with new and/or upgraded lighting require an Electrical Permit with the Dept. of Public Safety

11.   Sign Permit Application Procedures

☐ The complete Sign Permit Application is to be submitted to the Planning and Building Department.

☐ The application must be signed by the owner unless an affidavit is provided.

☐ The provisions regulating signage are provided in Article Seven, Section 40-700 of the Grand Haven Zoning Ordinance.

12. Fees:

Sign (free standing, projecting, marquee, parapet, awning, wall) Permit Fee: $50.00 + $0.50 per sq. ft.

Sign or Banner (temporary) Permit Fee: $25.00

By signing below, the applicant agrees to perform the described work in accordance with all applicable sections of the City of Grand Haven Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Contractor:_____   Date:_____

Print Name:_____

Signature of Owner:_____   Date:_____

Print Name:_____

Office Use Only		
Permit #:_____	Date Received:_____	Fee:_____
Date of Approval:_____	Date of Denial:_____	Approved by:_____