



SIGN PERMIT APPLICATION

DEWITT TOWNSHIP BUILDING DEPARTMENT
DIRECT NUMBER: (517) 668-0278
FAX NUMBER: (517) 669-6496
www.dewitttownship.org

Building Dept. Use Only:

Occupancy: _____
Construction Type: _____
Zoning Classification: _____
Date Submitted: _____
Date Approved: _____
Bldg. Permit No: _____
Utility Permit No: _____
Permit Issue Date: _____

Planning Dept. Use Only- Final Action:

Approved Case # _____
 Approved with conditions (see attached)
 Denied Date: _____
 Need More Information (see attached)

Reviewer: _____

Sign Type (temporary, wall, on premises, off premises, free standing, multiple business, etc) and Purpose: _____

Applicant: _____
Property Owner: _____
Building Address: _____
Market Value of Work or Project: (must include labor, material, design & profit) _____ Permit Fee: _____

Sign Information:

- 1) Size of the Sign: _____ feet x _____ feet (measured based on one side of the sign) Total square feet: _____
- 2) Total Height of Sign: _____ feet (measured from base to top elevation)
- 3) Sign setback from road right of way: _____ feet (Does not apply to wall signs)
- 4) For wall signs, please indicate how many linear feet of wall space is occupied by the tenant/owner for which the sign will be facing: _____ feet
- 3) If Multiple Signs Proposed: Please provide the total size and height of each sign as an attachment.
- 4) If any electrical work is to be done with the sign, an electrical permit shall be obtained through the Building Department.
- 5) Work will be completed by: Owner Licensed Contractor (see below)

CONTRACTOR INFORMATION: PLEASE PROVIDE A COPY OF THE CURRENT LICENSE

CONTRACTOR: _____ **OFFICE NO.:** _____
CELL NO.: _____ **FAX NO.:** _____
ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____
EMAIL: _____ **STATE LICENSE NO.:** _____ **EXP. DATE:** _____

FEDERAL ID NUMBER (DO NOT USE SOCIAL SECURITY NO.): _____

WORKERS COMP INSURANCE OR REASON FOR EXEMPTION: _____

MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION: _____

INSPECTION REQUIREMENTS: The applicant is responsible for calling for all required inspections.

- 1. STAKE-OUT: (Ground Signs Only)- After property lines & Sign location have been marked.
- 2. FOOTING/FOUNDATION: After excavation and forming of footing, but before concrete is poured.
- 3. FINAL INSPECTION: After sign is finished, (including electrical final + address numbers installed if applicable)

“Section 23a of the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.”

PLEASE PRINT: (NAME OF APPLICANT, OWNER OR AGENT) _____ **(SIGNATURE OF APPLICANT, OWNER OR AGENT)** _____ **(DATE)** _____

***PER ACT 299 OF 1980 OF THE OCCUPATIONAL CODE, ANY PERSON(S) UNDERTAKING A PROJECT ON PROPERTY THEY DO NOT OWN MUST HAVE A VALID LICENSE IF THE VALUE OF THE WORK IS IN EXCESS OF \$600.00**

SIGNAGE INFORMATION

V. APPLICATION MATERIALS

The following is a checklist of items that must be submitted with applications for Sign Permit Application. Section Sec. 42-1267 of the Zoning Ordinance includes a complete list of the items that must be submitted. Incomplete applications will not be processed.

- Completed application form
- Elevation drawing of proposed sign structure (for freestanding signs) or building wall (for wall signs) showing sign copy, total display area in square feet, and overall height, drawn to a readable scale.
- Drawing showing position of sign in relation to nearby structures, property lines, and road rights-of-way (for freestanding signs), drawn to a readable scale.
- Construction documents showing the dimensions, materials, and required details of construction, including loads, stresses, and anchors.
- The street address number of the parcel of which the sign is located shall be placed on the sign face or sign structure (applies to free standing signs).
- Any other information deemed necessary by the building official or zoning official to assure compliance with this and all other applicable township ordinances and laws of the state.
- **Temporary Sign Fee: \$30 per thirty day period.**
- **Sign Permit Fee: \$65.00 per \$1,000 of value or valuation up to and including \$1,000 and \$6 per \$1,000 or fraction thereof over \$1,000.**
- **Plan Review Fee (permanent signs only): 15% of Sign Permit Fee**

Definitions:

Sign means any structure, part thereof, or device attached thereto or painted or represented thereon or any material or thing, which displays letters, numerals, words, trademark or other representation used for direction, or designation of any person, firm, organization, place, product, service, business, or industry which is located upon any land, on any building, in or upon a window, or indoors in such a manner as to attract attention from outside the building.

Sign area. The area of sign structures consisting of writing, representations, emblems, colors, or figures of a similar character together with the background surface or material on which they are mounted or integrally a part of shall be included in the calculation of total sign area, provided that the area of a double-face sign, where two sign faces are back to back as a single unit, shall be calculated according to the display area of only one side. The area of open wall signs, consisting of cutout letters and/or graphics on a wall, or letters and graphics on a canopy, shall be measured by the area of the rectangle, triangle, or circle that would enclose the letters and/or graphics.

Sign, freestanding, means a structure erected for the purpose of advertising a business or activity on the same parcel. Such structures shall not be attached to a building which may be located on the same parcel.

Sign, off-premises, means a sign which calls attention to a business, commodity, service, entertainment, or other activity, conducted, sold, or offered elsewhere than on the premises upon which the sign is located.

Sign, on-premises, means any sign erected for the purpose of advertising a business, product, event, person or subject not relating to the premises on which said sign is located.

Sign setback means the minimum required horizontal separation distance between a public or private road right-of-way to any part of a sign, including any aboveground portions of a sign which project beyond the point of attachment of the sign to the ground.

Sign, temporary, means a sign intended to be displayed for a limited period of time; such signs may be supported on a mobile chassis other than a motor vehicle.

Sign, wall, means a sign which is attached directly to, or painted lettering on a wall or parallel to a wall on a canopy with the exposed face of the sign in a plane parallel to the building wall, projects not more than 18 inches from the surface to which it is affixed, and which does not extend above the parapet, eaves or building facade of the building, onto a roof, or onto any architectural feature intended to look like a roof.

Information about the Dewitt Charter Township ordinances may be found online at www.municode.com and then by searching for Dewitt Charter Township. The sign ordinance can be found under Chapter 42- Zoning, Article VIII- Signs.