

# SIGN INSTALLATION

## PERMIT APPLICATION CHECKLIST

(Return with Application)

Permit application for \_\_\_\_\_  
(job address)

Owner's Name \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Before a zoning approval may be granted, all of the following documentation must be submitted with an application to place the sign. By providing all information, you can assure that the application can be reviewed as efficiently as possible.

- \_\_\_\_\_ 1. COMMERCIAL PERMIT APPLICATION.
- \_\_\_\_\_ 2. LOT DIAGRAM or PLOT PLAN on page two of the application form. The drawing must include all items listed on the form, and must show where the sign is to be placed on the owners property, and its relationship to buildings and lot lines.
- \_\_\_\_\_ 3. THREE (3) SETS OF SEALED DRAWINGS & SPECIFICATIONS. Drawings must include height of the sign and foundation plans. For exterior wall signs, include a drawing that dimensions the entire face of the wall. If there will be multiple signs, and or existing signs, please indicate complete information for all signs that will be located on the property.
- \_\_\_\_\_ 4. TYPE: Indicate type of sign to be placed (i.e. free standing pylon, monument, wall, temporary, etc.)
- \_\_\_\_\_ 5. PROOF OF OWNERSHIP (deed, land contract, tax statement, etc.)
- \_\_\_\_\_ 6. PROPERTY TAX I.D. NUMBER FOR THE PROPERTY INVOLVED.
- \_\_\_\_\_ 7. ELECTRICAL PERMIT: A separate electrical permit is required for illuminated signs.

Your application will be reviewed when all information has been received, and a permit issued when compliance with applicable ordinance requirements has been verified. Placement of the fence should not proceed until you have first received the zoning approval permit. Approval is required prior to placement of any sign or sign component.

The BUILDING DEPARTMENT (Associated Government Services) may be contacted by PHONE at (800) 627-2801 (a voice mail system is available during the hours that the office is closed); by MAIL at 8717 Gull Road, Suite B, Richland, MI 49083; or by FAX at (269) 629-0601. OFFICE HOURS are 8:00 am to 12:00 pm and 1:30 pm to 4:30 pm, Monday through Friday. The office is located at 8717 Gull Road, Suite B, Richland, Michigan, in the "Commons" business complex.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(applicant signature)

See page 2 for additional information.

Blue prints and drawings must contain sufficient detail to perform a plan review for conformance with the State of Michigan Construction Codes. Include wall section/cross-section drawing showing material dimensions and specifications from footing to rafters, as well as floor plan indicating all room dimensions, window, door and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, etc.) require sealed diagram from the manufacturer. The diagram should be forwarded to the Building Department office at time of delivery.

## PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.

The BUILDING DEPARTMENT (Associated Government Services) may be contacted in the following ways:

- PHONE at (800) 627-2801 (a voice mail system is available during the hours that the office is closed);
- MAIL at 8717 Gull Road, Suite B, Richland, MI 49083;
- FAX at (269) 629-0601;
- BUILDING DEPARTMENT OFFICE HOURS: are 8:00 AM to 12:00 pm and 1:30 to 4:30 pm, Monday through Friday. The office is located at 8717 Gull Road, Suite B, Richland, Michigan, in the “Commons” business complex.
- BUILDING DEPARTMENT OFFICE HOURS in VAN BUREN COUNTY:
  - ALMENA TOWNSHIP HALL: 11:00 AM to 12:00 PM on Mondays at 27625 CR 375 (Almena Drive), Paw Paw
  - PAW PAW TOWNSHIP HALL: 8:30 AM to 10:30 AM on Wednesdays in the Township Hall at 114 North Gremps Street, Paw Paw.

Applications may be dropped off at the Paw Paw Township Hall, 114 N Gremps Street, Paw Paw, MI 49079. The Hall is open Monday – Wednesday – Friday, 9:00 am to 4:00 pm, and there is also a drop box at the west entrance to the building for use during off hours.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**PAW PAW TOWNSHIP**

# BUILDING PERMIT Commercial



**PAW PAW TOWNSHIP  
BUILDING  
DEPARTMENT**  
 8717 Gull Road, Suite B  
 Richland, MI 49083  
 (269) 629-0600  
 (800) 627-2801

Permit # \_\_\_\_\_

Job Location: \_\_\_\_\_ Property Tax I.D. #: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Permit Determinant: \_\_\_\_\_  
 Use Group: \_\_\_\_\_ Type of Improvement: \_\_\_\_\_  
 Type Construction: \_\_\_\_\_ Owner: \_\_\_\_\_ ( ) \_\_\_\_\_ phone  
 No. of Floors: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_ Address: \_\_\_\_\_

**NONRESIDENTIAL** - Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REQUIRED DOCUMENTS**

- \_\_\_\_\_ Site Plan Approval
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Variance Approval if Applicable
- \_\_\_\_\_ 2 Sets of Sealed Drawings & Specs.
- \_\_\_\_\_ P.A. 135 Disclosure
- \_\_\_\_\_ Plan Review and Permit Fee

**ADDITIONAL PERMITS REQUIRED**

- \_\_\_\_\_ Curb or Sidewalk Cut
- \_\_\_\_\_ Electrical
- \_\_\_\_\_ Mechanical
- \_\_\_\_\_ Plumbing
- \_\_\_\_\_ Sign or Billboard
- \_\_\_\_\_ Demolition

- \_\_\_\_\_ Erosion Control
- \_\_\_\_\_ Storm Sewer Connection
- \_\_\_\_\_ Sanitary Sewer Tap
- PLAN PREVIEW** \$ \_\_\_\_\_
- COST OF PERMIT** \$ \_\_\_\_\_
- TOTAL COST** \$ \_\_\_\_\_
- Building Dept. By** \_\_\_\_\_

**Engineer/Architect:** \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_

**Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:**

Name		Phone ( )	
Address	City	State	Zip
Federal ID No./Social Security no.		MESC Employer No.	
License No.	Expiration Date	Worker's Disability Compensation Carrier	

If exempt from any of the above, explain here:

**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 subject to civil fines.**

**AGENT'S AFFIDAVIT**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## LOT DIAGRAM

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Tax I.D.: \_\_\_\_\_

- 1) Draw lot lines (show dimensions in feet)
- 2) Label street
- 3) Draw existing structures
- 4) Draw proposed construction
- 5) Show dimensions of all buildings
- 6) Show distance from all sides of buildings to property lines in feet
- 7) Draw lakes, streams, and wet lands on your property
- 8) Contractor/owner will stake 2 adjacent lot lines for the first inspection

Signature of Applicant/Agent: \_\_\_\_\_

Date: \_\_\_\_\_