



# Sign Permit Application

Instructions on reverse side. Permit will be mailed when approved

**Chris Fuchs, Building Official 208-7779**  
**Ken Simpson, Electrical Inspector, local 471-5869**  
**Ray Cole, Plumbing and Mechanical Inspector, local 409-6021**  
**Eileen Glick, Ordinance Enforcement Officer, local 591-7982**  
 Submit all applications at the township hall

**Buchanan Township**  
**15235 Main St.**  
**Buchanan, MI 49107**

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**269/208-7779**

## Department of Building, Inspections, and Zoning

**Permit number:**

Zoning of Property:	Property ID #: 11-06-	<b>Authority: P.A. 230 of 1972, as amended</b> <b>Completion mandatory to obtain permit</b> <b>Penalty: Permit cannot be issued.</b>	
<b>Estimated Value of Construction:</b>	Permit fee (6\$/thousand value of constr): minimum \$25:	Check Chapter 21 in the Ordinances for sign rules.	Total fees:
<b>Estimated start date:</b>	Plan Review Fee: Charged only by consulting engineer costs or consulting plan review cost on special occasions. Ask.	<b>Need new address?:</b> Yes or No: (circle one)	Fees paid receipt number:

### THE FOLLOWING ITEMS MAY BE NEEDED FOR PERMIT ISSUANCE:

<b>ZONING COMPLIANCE:</b>	ENGINEERED DRAWINGS FOR THE STRUCTURE:	Driveway permit:	Site plan review:
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### I. JOB LOCATION: Building department should attach county sheet to verify information.

Name of owner/ agent:	Is a drawing available for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
<b>Job location</b> street address: (Street number and street name):	City:	State:	ZIP
Cell phone number:	Home or Business phone number:	Fax number:	<b>Email address:</b>

### II. CONTRACTOR / APPLICANT INFORMATION: Please provide copies of license and insurance certificates at time of application:

Check one below: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	Name of Contractor / Homeowner:	Sign Contractor License #:	Expiration date:
Address (St No. and Name) of applicant:	City:	State:	Zip Code:
Cell phone number:	Business phone number:	Fax number:	<b>Email address:</b>
Workman's Comp Ins Carrier:	Fed Employee ID#:	MESC Employer number (or reason for exemption):	

### III. TYPE OF SIGN:

<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Combination Sign
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Roof Sign	<input type="checkbox"/> Projection Sign	<input type="checkbox"/> Fin sign

### IV. SIZE OF SIGN:

Double sided?	Size in Feet wide:	Size in Feet High:	Total sign area:
Lot frontage width:	Sign Structure and display surface: <input type="checkbox"/> Metal <input type="checkbox"/> Glass <input type="checkbox"/> Plastic <input type="checkbox"/> Wood		

### VI. PLAN REVIEW REQUIREMENTS:

Plans and specifications for new construction work, addition to sign (loading), and foundation work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. **A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED for those permit applications.**  
**EXCEPTION to plan review requirement #1: If no additional load is to be applied to an existing sign / pole (permit still required).**  
**EXCEPTION to plan review requirement #2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00.**  
**EXCEPTION to plan review requirement #3: Change out of sign faces with like (similar) materials and connections.**

### VII. Applicant Signature

<b>Section 23a of the state construction code act of 1972, PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of sections 23a are subjected to civil fines. In cases where the building code applies, contractors installing signs are to be State of Michigan licensed sign installers. State of Michigan Department of Licensing and Regulation phone number relating to sign licensing is 517/241-9313.</b>	
Signature of Licensee	Date

**VIII. Electrical: If there are electrically energized parts, a separate Electrical Permit must be applied for.** If this permit has been faxed to you and you do not have the back side of this sheet, please call and ask for page 2 to be faxed to you.

**XII. The drawing of the sign should include the following:**

- 1) The overall horizontal and vertical measurement of the outline shape of the sign
- 2) The vertical distance from grade (ground) to the top of the sign
- 3) Type of column, if applicable. Size of foundation. Engineering of that column and foundation size.
- 4) Depth of embedment, if applicable
- 5) Wall fasteners, if applicable
- 6) Site plan, with property location

**DRAWINGS OR DEPICTIONS OF WHAT THE SIGN WILL LOOK LIKE ARE REQUIRED. PLEASE SEE ABOVE FOR DESIGN PROFESSIONAL'S SEAL REQUIREMENTS. PLEASE CALL THE CELL NUMBER LISTED WITH ANY QUESTIONS.**

**GENERAL:** Sign installation shall not be started until the application for permit has been filed with Buchanan Township. All installations shall be in conformance with the 2012 Michigan Building Code. NO work shall be concealed until inspected. The name of the inspector and the telephone number will be provided on the permit form. Please arrange for inspections 24 hours in advance with confirmation of the appointment. The inspector will need the job location and permit number.

**The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, handicap or political beliefs.**

You may be asked to provide the following:

1. Site plan (1 copy, scaled) showing location of new and existing structures with distances accurately depicting distance to lot lines. *This is the most important document you will submit to this office.*
2. Two sets of drawings should be provided and include the items listed above.
3. Application fee (up to \$5000 value of construction, building permit application fee is \$25. Above \$5000, cost is \$6 per thousand value of construction. Construction value should include all mechanical costs, site plan improvements and **value** of construction). Electrical work requires additional permits.
4. Request an address if you need one by filing an "address request form" and follow the instructions on that form.
5. Always provide phone, fax, and cell and email info to make it easy for us to contact you and mail you permits.
6. Application will be reviewed for zoning compliance. You may be asked to fill out a zoning compliance form.
7. Ask your insurance agent to send us a copy of your insurance certificate (contractors) to show workman's comp per Public Act 230 requirements.
8. If driveway permit is required, a copy of the driveway permit from the Road Commission for Berrien County for new drive cuts on public roads is required prior to issuing a building permit.
9. If soil erosion permit is required, a copy of the soil erosion permit will be needed (Berrien County Drain Commission office): If work involves soil disruption within 500' of a lake, river, body of water, or waters of the state (drain district or storm culverts), a soil erosion permit will be required from the Berrien County Drain Commissioner.

**Please bring information required, with application and fees to the Buchanan Township Hall. An application is not complete without fees.** The Sign (building) permit application will be processed. If appropriate, the plans will be reviewed. The permit will be mailed to you as soon as possible after any outstanding building code issues are resolved.

*"Section 23a of the State Construction Code Act of 1972, PA 230, MCL 125.1523a, 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."*

Permit revised date: 2015.9.1