

**SIGN PERMIT APPLICATION**  
 ERECTION, ALTERATION, RELOCATION, OR PAINTING

Address of work:		Building Height/Stories:		Zoning District:	
Building or Business Owner:				Owner Phone:	
Address:		City:	State:	Zip:	
Contractor/Installer Name:		License #	Phone:		
Address:		City:	State:	Zip:	
Cell Phone/Pager #:			E-Mail Address:		

Width of Building or Storefront (facing street):
Width of Building or Storefront on side street is a corner lot:
Building Height/Stories:

Type of Sign(s)	Existing - Mark with an X if to be removed		Proposed Signs		Total Area of Existing & Proposed Signs (see note below)		Staff Used Only	
	How Many?	Surface Area	How Many?	Surface Area	How Many?	Total Surface Area	Number Permitted	Surface Area Permitted
Wall:								
North								
South								
East								
West								
Freestanding								
Ground								
Projecting								
Awning or Canopy								
Portable								
Roof								
Temporary – Specify Type								
Electronic Reader Board								
Off-Premises Advertising/Billboard								
Other – Specify Type								
Other – Specify Type								
<b>Total</b>								

**Note: Do not include existing signs in this total if they are to be removed from the building or lot.**

**SIGN PERMIT APPLICATION**

Will the sign(s) be illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, an electrical permit will be required and must be obtained before work on the sign(s) can begin.

Will the sign(s) be located in either the Center Avenue or Midland Street Historic District? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, the sign(s) will be subject to review and approval by the city’s Architectural Review Committee before a sign permit can be issued (see zoning ordinance §122-536 and §122-537). Signs in the city’s historic districts are also subject to specific historic district sign regulations (see §120-540).

Please provide the following information. Attach construction documents, engineering calculations or other pages as necessary.

Weight of sign:	Design wind load:
Construction materials:	Structural support:
Method to secure sign:	Electrical requirements:

**Required Illustration(s)** – In the space provided below or on separate sheets, please provide an accurate illustration of the proposed sign(s) indicating exterior dimensions of sign cabinets or sign graphics (for channel letters and painted wall signs), height and clearance above grade of freestanding signs, height and clearance above grade and distance between sign and street curb line of projecting signs, and exterior dimensions of sign cabinet and height above grade of ground and portable signs. For freestanding, ground and portable signs indicate location on property in relationship to front and side lot lines. Indicate setback from lot lines in feet. Indicate location of wall signs above grade and in relationship to top of building wall.

***I certify that the information provided on this application is true and accurate, and that I shall install the approved sign(s) in accordance with all applicable provisions of the City of Bay City Code of Ordinances:***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Approval Granted? Yes: \_\_\_\_\_ No: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Variance Required? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Zoning Variance Granted? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Case # \_\_\_\_\_

Approval by Building & Code Enf.: Yes: \_\_\_\_\_ No: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \_\_\_\_\_ Electrical Permit Required? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Is an Encroachment Permit

Required? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Encroachment Permit Granted? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Permit # \_\_\_\_\_