



SIGN PERMIT APPLICATION
Building & Code Enforcement Department
301 Washington Ave., Bay City, MI 48708
www.baycitymi.org
989-894-8162

Permit Fee = \$21.85 per sign

PLEASE NOTE

1. Sign contractors and vendors must hold a valid Sign Hangers License issued by the City Clerk.
2. Sign permit applications, plans, site plans and other required materials may be submitted by email in pdf format (preferred method), by U.S. Mail or hand delivery.
3. Electrical permits and inspections are required for illuminated signs.
4. Signs proposed for installation in the City's Center Avenue and Midland Street Historic Districts are subject to prior review and approval by the Historic District Commission. Please contact the City's Historic Preservation Officer (989-894-8179 or smckillop@baycitymi.org) to discuss the review process.
5. Incomplete applications will not be accepted for processing.

INSTRUCTIONS

Sign permit applications must be submitted with the materials and information listed below. Applications submitted without required materials and information will not be accepted for processing.

1. One set of plans for each sign proposed for installation. Plans must include: 1) weight; 2) construction materials; 3) design wind load; 3) structural support; and 4) method of securing sign to ground or building. Professionally sealed/signed plans may be required at the City's discretion.
2. Digital illustration(s) or photos of sign(s) proposed for installation with exterior dimensions indicated in feet and inches. The distance between grade and highest point of sign must be provided for ground signs. The distance between grade and lowest point of sign must be provided for projecting signs.
3. Digital photo(s) of elevation of the building or storefront to which the sign(s) will be affixed. Width of building or storefront must be indicated.
4. A site plan illustrating the distance in feet between proposed ground-mounted signs and driveways, parking areas, front and side lot lines and street rights-of-way
5. Copy of responsible party's Sign Specialist License and driver's license.

Location & Customer Information

Address: _____

Name of Business: _____

Business Owner/Manager Name: _____

Phone: _____ Email: _____

Customer occupies an individual storefront of a multi-storefront building. Width of storefront is _____ feet.

Customer occupies an individual building. Width of the building elevation fronting on street is _____ feet.

Width of building elevations visible from but not fronting on a street are as listed below:

North: _____ feet. South: _____ feet. East: _____ feet. West: _____ feet.

Property Owner (required if business owner/manager does not own the property at which sign will be installed)

Name: _____ Company Name: _____
Address: _____
Phone: _____ Email: _____

Sign Contractor/Vendor Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Telephone: _____

Who should we contact if we have questions about this project?

Name: _____ Phone: _____
Michigan LARA Info: Sign Specialist License No.: _____
Sign Specialty Contractor No.: _____

Sign Information

Type		Exterior Dimensions	Surface Area	Height
Wall	North			Not applicable
	South			
	East			
	West			
Freestanding/Pylon				
Ground/Monument				
Projecting				
Awning/Canopy				
Roof				
Portable				
Electronic Message Center				
Off-Premises Advertising				

Contractor/Vendor & Property Owner Signatures

Contractor/vendor **Date**

Property Owner (required if customer does not own the property at which sign will be installed) **Date**

City Staff Use Only

Code Official Approval **Date**

Neighborhood Services Department Approval **Date**

Permit fee \$ _____ Receipt No. _____