



Application for Sign Permit
Community Planning and Economic Development
245 N Rose St, Ste. 100, Kalamazoo, MI 49007
Ph: 3-1-1 (337-8000) Fax: (269) 337-8513

Website: www.kalamazoo-city.org
Email: constructionpermits@kalamazoo-city.org

Date: _____ Issued: _____ Fee: _____ Permit #: _____

PROJECT	PROJECT ADDRESS: _____ LEGAL ADDRESS: _____
	OWNER NAME: _____ PHONE#: _____
	OWNER ADDRESS: _____ CITY/ZIP: _____
	DESCRIPTION OF WORK: _____
	NAME (please print): _____ PHONE #: _____
	APPLICANT NAME (if applicable): _____
	ADDRESS OF APPLICANT: _____
	EMAIL ADDRESS: _____
	SIGNATURE OF APPLICANT: X _____ DATE: _____
	Notes: A Separate Permit Is Required For Each Sign! Provide Dimensions for Sign in Blanks Below Incomplete Permits Cannot Be Processed

Zone: _____	New Sign \$77
	Temporary Sign \$51
	Repair of Existing Sign \$51

APPROVED FOR ISSUE BY: _____ DATE: _____

WALL SIGN (Includes: projecting and awning signs)	Linear Feet of Wall Space _____	MATERIALS <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Plastic <input type="checkbox"/> Other _____
	Total Square Footage of Existing Wall Sign(s) _____	
	Size of Proposed Wall Sign(s) (_____ x _____) = _____	
	Method of Anchorage _____	
FREESTANDING SIGN	Linear Feet of Street Frontage _____	
	Total Square Footage of Existing Freestanding Sign _____	
	Size of Proposed Freestanding Sign (_____ x _____) = _____	
	Height From Ground to Top of Sign Structure _____	
	Size of Column(s) _____ Type & Depth of Footings _____	
TEMPORARY SIGN	Distance From Property Line to Closest Part of Sign _____	
	Type of Sign(s) _____	
	Date(s) From _____ To _____ From _____ To _____	
	From _____ To _____ From _____ To _____	
	Size (_____ x _____) = _____ Height _____	
Event Description _____		

TOTAL FEES: _____
IF WORK IS STARTED BEFORE PERMIT IS ISSUED, AN INVESTIGATIVE FEE WILL BE CHARGED.

- Required Project Details (Please Attach):**
1. Location Diagram for Sign Placement
(If Freestanding Include Distance from Property Lines)
 2. Image or Rendering of Proposed Sign with Dimensions