



# Permanent Sign Permit Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

Mailing Address: P.O. Box 496 Ionia, MI 48846

Ph: (616) 527-4170 Website: [www.ci.ionia.mi.us](http://www.ci.ionia.mi.us)

Date of Application: \_\_\_\_\_

Permit Fee: \$50

Per Chapter 1284.18 of the City Code, a sign permit is required when erecting, structurally altering or maintaining, or relocating a sign. Additional building, electrical, or mechanical permits may be needed by the Ionia County Building Department.

## Type of Sign (Check one):

Awning/Marquee Sign

Monument Sign

Wall Sign

## Applicant Information

Applicant's Name: \_\_\_\_\_ Interest in Property: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name (If different from above): \_\_\_\_\_

## Project Information

1. Address of Property: \_\_\_\_\_

2. Parcel Number: \_\_\_\_\_

3. Legal Description: \_\_\_\_\_

\_\_\_\_\_

4. Project Description: \_\_\_\_\_

\_\_\_\_\_

5. Current Zoning: \_\_\_\_\_

6. Size of Parcel: \_\_\_\_\_

**Signature**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Requirements**

**Items to be Submitted**

The following materials must be submitted to the City Zoning Administrator in applying for a sign permit.

- \_\_\_ Application
- \_\_\_ Fee
- \_\_\_ Site Plan

**Site Plan Guidelines**

1. A site plan must be drawn to scale showing the location of the building, structure or lot upon which the sign is to be attached or erected and showing the proposed sign in relation to the buildings and structures along with setback from property lines.
2. Measurements must be shown for both the size of the proposed sign and the size of the wall on which the sign will be located.
3. Plans and specifications of the propose sign including the method of construction and attachment to structures or ground. Depending on the type and size of the sign, the City may require calculations showing that the sign structure is designed for dead load and wind pressure in any direction of not less than 30 points per square foot of area.

<b>OFFICE USE ONLY</b>	<b>Date Received:</b> _____
___ Fees Paid: _____	
<b>Approved</b> or <b>Denied</b> (Circle One)	
Comments: _____ _____	
Copies To: _____	
Signature: _____ Date: _____	