



**City of Owosso Building Department**

301 W. Main Street, Owosso, MI 48867

Phone: (989) 725-0535      building@ci.owosso.mi.us

**SIGN PERMIT APPLICATION**

<b>PROPERTY ADDRESS:</b>	
<b>ZONING DISTRICT:</b>	
<b>PROPERTY OWNER INFORMATION:</b>	
Name:	Company Name:
Address:	
Phone Number:	Cell:
E-mail:	
Property Owner signature:	Date:

<b>BUSINESS OWNER INFORMATION: (if different than property owner)</b>	
Name:	Company Name:
Address:	
Phone Number:	Cell:
E-mail:	
Business Owner signature:	Date:

<b>CONTRACTOR INFORMATION:</b>	
Name:	Company Name:
Address:	
Phone Number:	Cell:
E-mail:	
License Number:	Expiration date:
Contractor signature:	Date:

The provisions regulating signage are provided in **Chapter 26 - Signs** of the City of Owosso Zoning Ordinance. By signing, the contractor agrees to perform the described work in accordance with all applicable sections of the City of Owosso Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

<b>SIGN INFORMATION:</b>	
<input type="checkbox"/> Awning	<input type="checkbox"/> Ground
<input type="checkbox"/> Pole	<input type="checkbox"/> Portable
<input type="checkbox"/> Projecting	<input type="checkbox"/> Wall
<input type="checkbox"/> Temporary	Dates displayed:
Height:	Width:
Depth:	Sign area square feet:
Ground clearance (pole sign):	Number of sides (ground or pole):
Sign material:	<input type="checkbox"/> Metal
<input type="checkbox"/> Plastic	<input type="checkbox"/> Wood
<input type="checkbox"/> Painted	<input type="checkbox"/> Color
Lighting source: internal or external	Number of fixtures:
Type of lighting:	Height from grade: (if applicable)
Name of Electrician:	
<input type="checkbox"/> DDA/Historic district?	If yes, requires DDA approval
<b>SITE PLAN SHOWING THE FOLLOWING:</b>	
Total square footage	Attachment detail
Sign location/setbacks for ground/pole sign	Image of sign on building
Copy of sign artwork	

<b>SIGN PERMIT FEE</b>	
Base fee	\$30
Square footage of sign at \$0.40 per sq. ft.	
Inspection fee	\$50
Total	

<b>OFFICE USE ONLY</b>	
Date received:	Fee:
Date of approval:	Permit number:
Date of denial:	
Signature:	