



City of Owosso Building Department

301 W. Main Street, Owosso, MI 48867

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

SIGN PERMIT APPLICATION

1. PROPERTY ADDRESS:			
Zoning District:		DDA/HDC district?	
2. PROPERTY OWNER INFORMATION:			
Name:		Company Name:	
Address:			
Phone Number:		Email:	
Signature:		Date:	
3. BUSINESS OWNER INFORMATION: (if different than property owner)			
Name:		Company Name:	
Address:			
Phone Number:		Email:	
Signature:		Date:	
4. CONTRACTOR INFORMATION:			
Name:		Company Name:	
Address:			
Phone Number:		Email:	
License Number:		Expiration date:	
Signature:		Date:	
<p><i>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.</i></p>			
SIGN INFORMATION:			
<input type="checkbox"/> Awning	<input type="checkbox"/> Ground	<input type="checkbox"/> Pole	<input type="checkbox"/> Projecting
<input type="checkbox"/> Wall	<input type="checkbox"/> Temporary	<input type="checkbox"/> Temporary dates displayed:	
Height:	Width:	Depth:	Sq. footage:
Pole sign ground clearance:		Ground/pole # of sides:	
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)	
Include Sign location/setbacks for ground/pole sign		Include Image of sign on building	
Include Copy of sign artwork			
SIGN PERMIT FEE			
Base fee \$30	Square footage of sign at \$.40 per sq. ft.	Inspection fee \$50	Total fee:
OFFICE USE ONLY			
Date received:		Approved/Denied	Permit #
Signature:		Date:	