



Permanent Sign Permit Application

Per Chapter 1234.18 of the City Code: Required when erecting, relocating, altering or maintaining a sign.

INSTRUCTIONS:

Type in the boxes provided. Print and Sign, then Mail in or Drop off the completed form with required attachments as indicated below at Ionia City Hall, 114 N. Kidd St., Ionia, Michigan 48846, Attention: Jason Eppler.

Applicant Name:

Mailing Address:

City/State/Zip Code:

(Home) Telephone:

(Business) Telephone:

Applicant's interest in property:

Owner's Name (if different):

Full Address of Property:

Legal Description:

Property ID#: 34-

Current Zoning:

Size of Parcel:

Applicant's Signature: _____

Date: _____

Property Owner's Signature: _____

Date: _____

In order for your application to be complete you must attach the following:

1. A site plan 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. 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.
3. Any required electrical permit shall be attached to the application.

For Office Use Only:

Fee \$: _____

Date Paid:

Application #: _____

Approved by: _____

Date Approved: