



Permit # S _____

Village of Birch Run
12060 Heath St. P.O. Box 371, Birch Run, MI 48415
Phone: (989) 624-5711 Fax: (989) 624-9681
E-mail: msetzer@villageofbirchrun.com

SIGN PERMIT APPLICATION

I. Applicant Information:

Name:		
Address:		
Phone #:	Fax #:	E-Mail:

II. Contractor Information:

Name:		
Address:		
Phone #:	Fax #:	E-Mail:

III. Property Owner:

Name:		
Address:		
Phone #:	Fax #:	E-Mail:

IV. Business Information:

Name:	
Address:	
Parcel ID #:	Sign Area Classification:

V. Type of Sign: / if Applicable

1. Pole Sign ☐	2. Wall Sign ☐	3. Ground Mounted ☐	4. Marquee/ Canopy ☐	5. Joint Identity ☐
6. Portable ☐	7. Special Purpose ☐	8. Monument ☐	9. Banner ☐ (\$25.00 per week-45 sq ft)	10. Other ☐ -----

VI. Temporary Sign:

Non-Residential Areas	Size _____ X _____ = _____ Dates to be Displayed: _____
Residential Areas (Commercial Uses Only)	Size _____ X _____ = _____ Dates to be Displayed: _____

*** CONTINUE ON PAGE 2 ***

VII. Please provide the following, if applicable:

- a. Stress Sheets w/ Wind Load Calculations**
- b. Sealed Documents**
- c. Two (2) copies of a Site Plan / Location**
- d. Three (3) sets of sign drawings w/ dimensions**
- e. Premium Outlet developments attach approved sign zone schematics**

**VIII. Please utilize the following table to calculate the Sign Permit Fee based on Cost of Construction.
If plan review is required, it is 65% of the Sign Permit Fee.**

Cost of Construction: \$ _____

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$50.00
\$501.00 to \$2,000.00	\$50.00 for the first \$500.00 plus \$6.00 for each additional \$100.00, or a fraction thereof.
\$2000.01 to \$25,000.00	\$140.00 for the first \$2000.00 plus \$15.00 for each additional \$1,000.00, or a fraction thereof.
\$25,000.01 to \$50,000.00	\$485.00 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or a fraction thereof.
\$50,000.01 to \$100,000.00	\$747.50 for the first \$50,000.00 plus 7.50 for each additional \$1000.00, or a fraction thereof.
\$100,000.01 to \$500,000.00	\$1,122.50 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or a fraction thereof.
\$500,000.01 to \$1,000,000.00	\$3,522.50 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or a fraction thereof.
\$1,000,000.01 and up	\$6,022.50 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00, or a fraction thereof.
Special Purpose Signs, Temporary Land Development Projects, Temporary Use/Special Event Signage.	\$47.00 for 30 days
Banners	\$25.00 per banner, per week

Sign Permit Fee: \$ _____ Plan Review Fee: \$ _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and agree to conform to all applicable regulations of Chapter 155 of the Village of Birch Run Code of Ordinances and any amendments thereto. All information submitted on this application is accurate to the best of my knowledge.

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINTED NAME OF APPLICANT: _____

PERMIT AUTHORIZED WHEN APPROVED AND SIGNED

OFFICE USE ONLY

Fee(s): \$ _____ ☐ Cash ☐ Check #: _____ Date Received: _____ Initials: _____

Approved ☐ Denied ☐ Building Official: _____