



*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: \checkmark if Applicable

1. Pole Sign <input type="checkbox"/>	2. Wall Sign <input type="checkbox"/>	3. Ground Mounted <input type="checkbox"/>	4. Marquee/ Canopy <input type="checkbox"/>	5. Joint Identity <input type="checkbox"/>
6. Portable <input type="checkbox"/>	7. Special Purpose <input type="checkbox"/>	8. Monument <input type="checkbox"/>	9. Banner <input type="checkbox"/> (\$25.00 per week-45 sq ft)	10. BONUS <input type="checkbox"/>

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 Ordinance # 03-04 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: _____