

City of Marshall
Sign Permit Application

CMS-2003

323 W. Michigan Ave.
Marshall, Michigan 49068
Telephone (269) 789-4604 Fax (269) 789-4628

Date of Application: _____

Permit # _____

1. Job Location

Name of Owner/Agent	Business Name
Street Address & Job Location (Street No. and Name)	

2. Contractor/Property Owner Information

Name of Owner or Company		Email Address	
Address (Street No. and Name)	City	State	Zip Code
Cell Phone Number	Fax Phone number	Phone number with Area Code	

Submit the following information:

1. Drawing(s) showing the dimensions of the sign(s) and outlay on property or on building.
2. Location of sign with dimensions showing distances from lot lines and structures.
3. Material Sign is being made of and how it will be anchored.
4. Freestanding and Business Center signs must have an engineer or architects stamp with wind load calculations and require a building permit.
5. If a new foundation is being proposed, a building permit is required in addition to the sign permit.

Zoning District: _____

Sign Cost: _____

New			
Type of Sign	Length & Width	Total Sq.Ft.	Height

Existing			
Type of Sign	Length & Width	Total Sq.Ft.	Height

Types of Signs	Directional	Ground
	Pylon	Wall

Circle one: Approved Denied

Building Permit Required Yes No

Electric Permit Required Yes No

Reason for Denial: _____

Plan Reviewer Signature

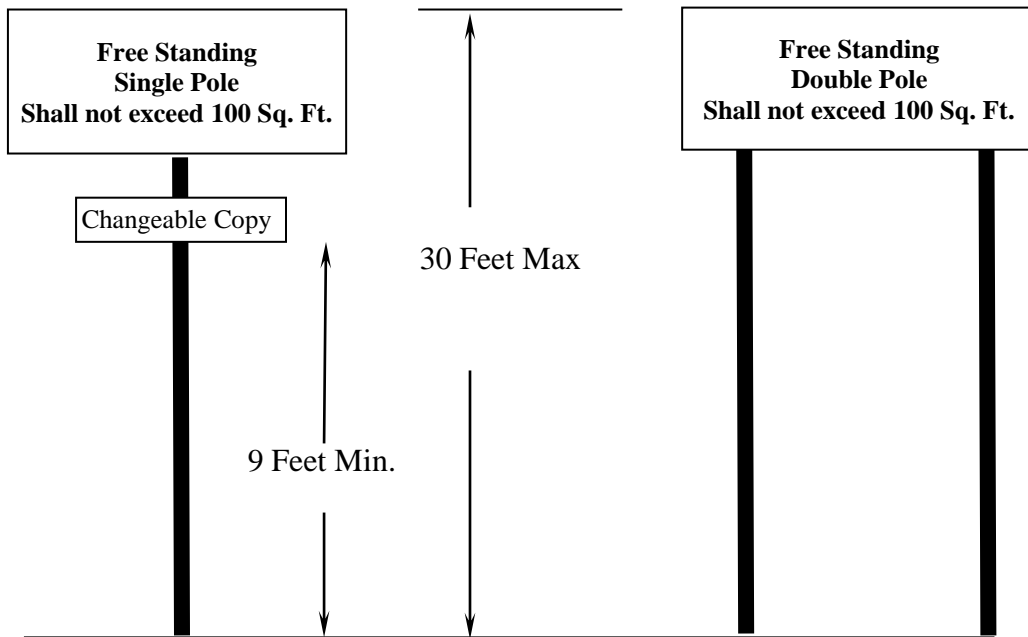
See back for permit fees

Fees

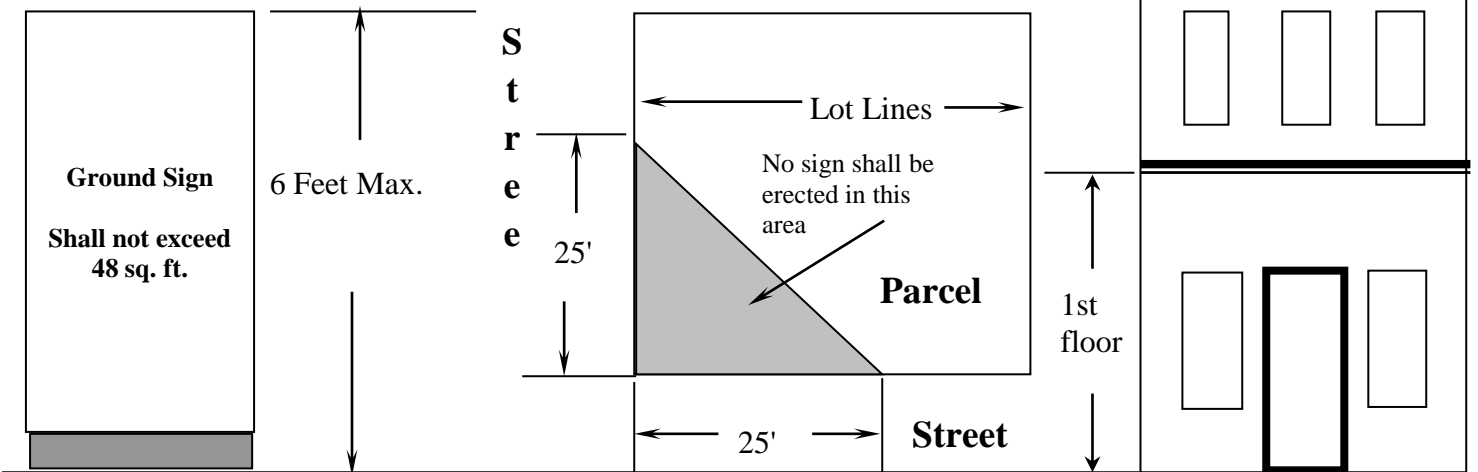
Wall	\$40.00
Freestanding/Ground	\$50.00
Others in setback up to 3	\$5.00
Over 3	\$10.00
Real Estate	\$35.00
Renewal after 2 year	\$40.00

Note: If the sign is going to be illuminated and a circuit is not existing, then an electrical permit is also required and the work shall be done by a licensed electrical contractor.

Only allowed in the Interchange Approach Area



Note: Changeable copy signs are included in the total square footage allowed for free standing



Wall sign = building width x 1st floor wall height in feet x 25% cannot exceed maximum signage allowed. Business Centers

For additional sign requirements go to www.cityofmarshall.com and click on Building and Zoning Information

