



City of Marshall
SIGN PERMIT APPLICATION

Address:
323 W Michigan Ave, Marshall,
Michigan 49068

AS OF JULY 1, 2023 ANY WORK COMPLETED BEFORE PERMIT IS ISSUED WILL BE SUBJECT TO A FEE OF DOUBLE THE PERMIT FEE, UP TO \$5000

Any work covered before permit was pulled will require contractor/owner to uncover work.

Date of Application: _____

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.

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

Building Permit Required Yes ☐ No ☐

Electric Permit Required Yes ☐ No ☐

Approved

Denied

Reason for Denial:

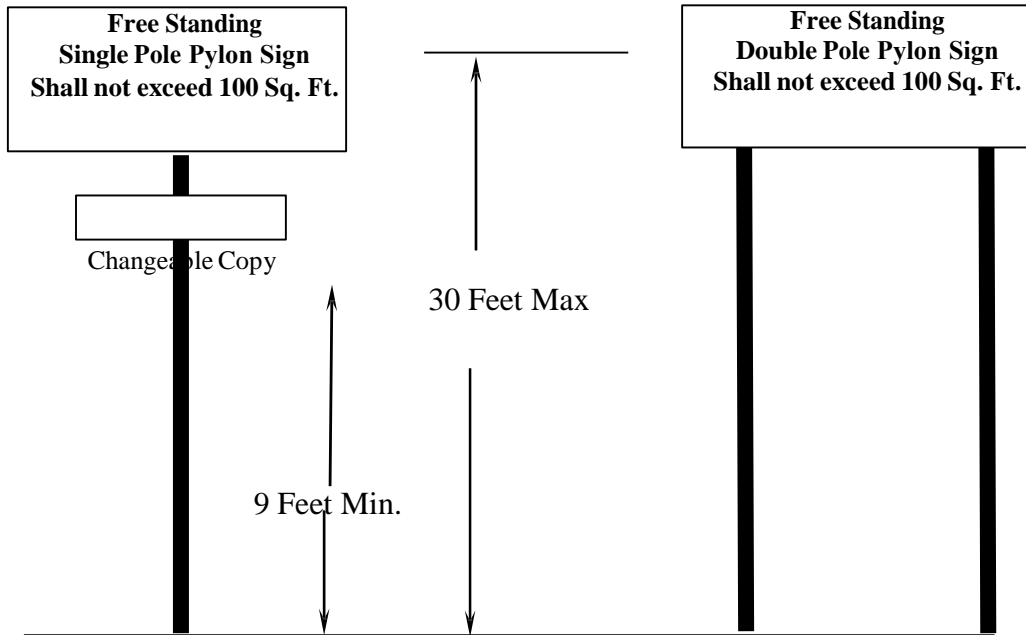
Plan Reviewer Signature

Fees

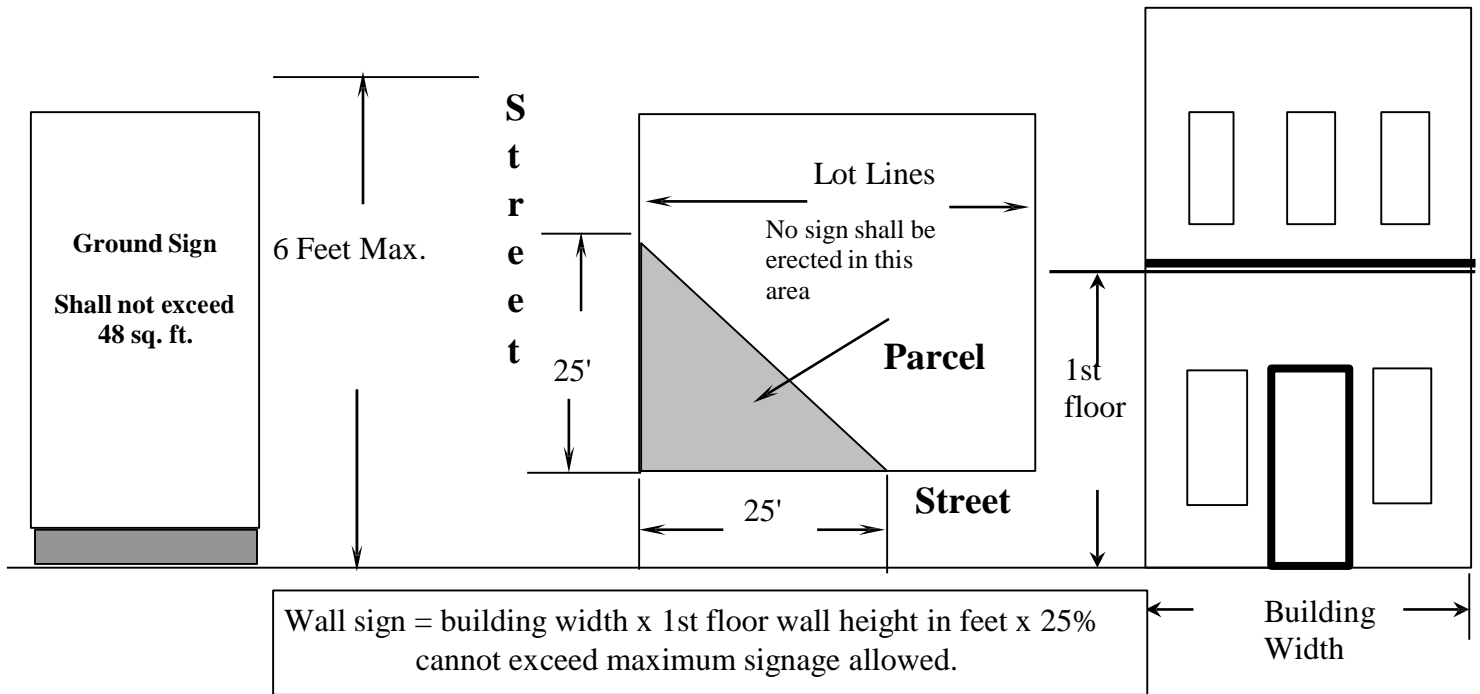
Wall	\$100.00
Freestanding/Ground	\$100.00

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. If a foundation is being proposed, a building permit is required in addition to the sign permit.

***Only allowed in the FS District**



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



Any work covered before permit was pulled will require contractor/owner to uncover work.

EXPIRATION OF A PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

CALL 24 HOURS IN ADVANCE TO SCHEDULE AN INSPECTION - FAILURE TO DO SO MAY HOLD UP YOUR PROJECT AND REMOVAL OF COVERINGS WILL BE REQUIRED IF COVERED BEFORE APPROVAL

No individual or entity shall be subjected to discrimination or harassment by the City of Marshall on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other legally protected status under federal and state laws. If you need help with reading, writing, hearing, etc, under the Americans with Disabilities Act, you may make your needs known to this agency.

TO THE APPLICANT- You will be notified within **10 business days** (unless otherwise notified) as to whether your project has been approved or if any other information is needed. If your project is denied, you will be notified of the reasons why. If approved, you will be informed of the permit and bond fees due. Once paid you will be issued your permit, and you can start work. **Please make sure that you have completed, signed, and have all the necessary paperwork submitted** with your application so that your approval will not be delayed.

CALL Building Department to schedule all inspections and to answer any questions: (269) 781-3985 ext 1501

Building Official Schedules All Inspections Himself.

Brandie Cary	Schedule Inspections – bcary@cityofmarshall.com	269-781-3985 x 1501
Bryan Powers	Building Official - bpowers@cityofmarshall.com	517-937-8205
Marcia Strange	Zoning Administrator – mstrange@cityofmarshall.com	269-781-3985 x 1145