

Sign Permit Application
Building Code Enforcement Department
301 Washington Avenue, Suite 211
Bay City, MI 48708
(989)894-8162



INTRUCTIONS

Please review both pages of this application. Please submit this application with all materials and information listed below. Incomplete applications (those submitted without *all required materials and information*) cannot be accepted and will be returned to applicants. Please note that signs are subject to the following regulations:

- The Michigan Building Code. One set of plans for each sign proposed for installation. Plans must include: 1) Weight; 2) Construction materials; 3) Design Wind Load; 4) Structural Support; 5) Method of securing sign to ground or building; 5) All loads, stresses and connections will be required on most sigs based on the Michigan Building Code, Appendix H – H105.1 and H105.2. Questions about the Michigan building code requirements should be directed to the city’s Building Code Enforcement Department. Contact Dave Wildfong at (989)894-8163 or dwildfong@baycitymi.org.
- Chapter 85 (signs) of the City Code - Regulations governing the location, size, height and placement of signs. Questions about these regulations should be directed to the city’s Planning & Zoning office. Contact Scott McKillop at (989)894-8179 - smckillop@baycitymi.org, or Terry Moulthane at (989)894-8177 - tmoulthane@baycitymi.org.
- Chapter 64 (historic preservation districts) of the City Code - Signs proposed for installation in the city’s Center Avenue and Midland Street Historic Districts are subject to review by the city’s Historic Preservation Officer. Please contact Scott McKillop at (989)894-8179 or smckillop@baycitymi.org for additional information.

Submit this permit application with the materials and information listed below. Mark the box on the right to make sure each item is submitted with your application.	X
Sign contractors must hold a valid Sign Hanger’s License issued by the City Clerk. Please submit your permit application with a copy of your Sign Hangers License.	
Please submit a copy of your driver’s license.	
Sealed Drawings/Plan Review (reference APPENDIX H of the MI Building Code) - One set of plans for each sign proposed for installation. Plans must include: 1) Weight; 2) Construction materials; 3) Design Wind Load; 4) Structural Support; 5) Method of securing sign to ground or building; 6) All loads, stresses and connections will be required on most sigs based on the Michigan Building Code, Appendix H – H105.1 and H105.2.	
Signs Proposed by this Application	
<ul style="list-style-type: none"> • Scale drawings, digital photographs, or digital illustrations accurately depicting the exterior dimensions, surface area and height above grade of signs proposed for installation. 	
<ul style="list-style-type: none"> • Scale drawings or digital photographs of the building elevation(s) (including windows & doors) accurately depicting the width and height of the elevation and location and height above grade of signs proposed for installation. 	
Site Plan - An accurate site plan depicting:	
<ul style="list-style-type: none"> • The location of buildings, driveways and off-street parking areas; • The location of and proposed distance between ground-mounted signs and street rights-of-way, driveways and off-street parking areas. The location of and distance between street rights-of-way and projecting, suspended and marquee signs. 	
Existing Sign Inventory - An inventory of all existing signs consisting of:	
<ul style="list-style-type: none"> • Scale drawings, digital photographs, or digital illustrations of all existing signs accurately depicting their exterior dimensions, surface area and height above grade. 	
<ul style="list-style-type: none"> • Scale drawings or digital photographs of the building elevation(s) on which existing signs are displayed (including windows & doors) accurately depicting the width and height of the elevation and the location, dimensions and height above grade of existing sign(s). 	

Permit # _____
 Permit Fee \$ _____
 Receipt # _____
 Check # _____
 BS&A # _____

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Project Location

Address: _____

Name of Business: _____ Business Owner/Manager Name: _____

Telephone: _____ Cell: _____ Email Address _____

Property Owner

Name: _____ Address: _____

Telephone: _____ Cell: _____ Email: _____

Contractor

Name: _____ Address: _____

Telephone: _____ Cell: _____ Email Address _____

Sign Specialist License Number: _____ Sign Specialty Contractor Number: _____

Building Information

Type of building: Individual Building _____ Individual storefront in multi-storefront building _____

Is the building or storefront located at a street intersection? Yes _____ No _____

Project Information

Type of Sign	Dimensions (width x height)	Surface Area (square feet)	Area of wall (width x height)
Wall (North)			
Wall (South)			
Wall (East)			
Wall (West)			
Awning			
Canopy			
Electronic Message Center			
Freestanding			Height = _____
Monument			Height = _____
Projecting			Height above grade = _____
Suspended			Height above grade = _____
Temporary			Limited to not more than 45 days per calendar year.

Contractor Signature _____ Date _____

Property Owner Signature (required) _____ Date _____

Office Use Only	Authorized by	Date	Notes
Building Code Enforcement	_____	_____	_____
Construction Engineering	_____	_____	_____
Planning & Zoning	_____	_____	_____
Historic Preservation Officer	_____	_____	_____