



**City of Marshall  
SIGN PERMIT APPLICATION**

CMS-2003

<b>Mailing Address:</b> 323 W Michigan Ave, Marshall, Michigan 49068	<b>Physical Address:</b> 900 S Kalamazoo Ave. Marshall, Michigan 49068
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**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.
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

<b>Types of Signs</b>	Directional	Ground
	Pylon	Wall

Circle one:    Approved    Denied

Building Permit Required    Yes     No

Electric Permit Required    Yes     No

Reason for Denial:

\_\_\_\_\_  
Plan Reviewer Signature

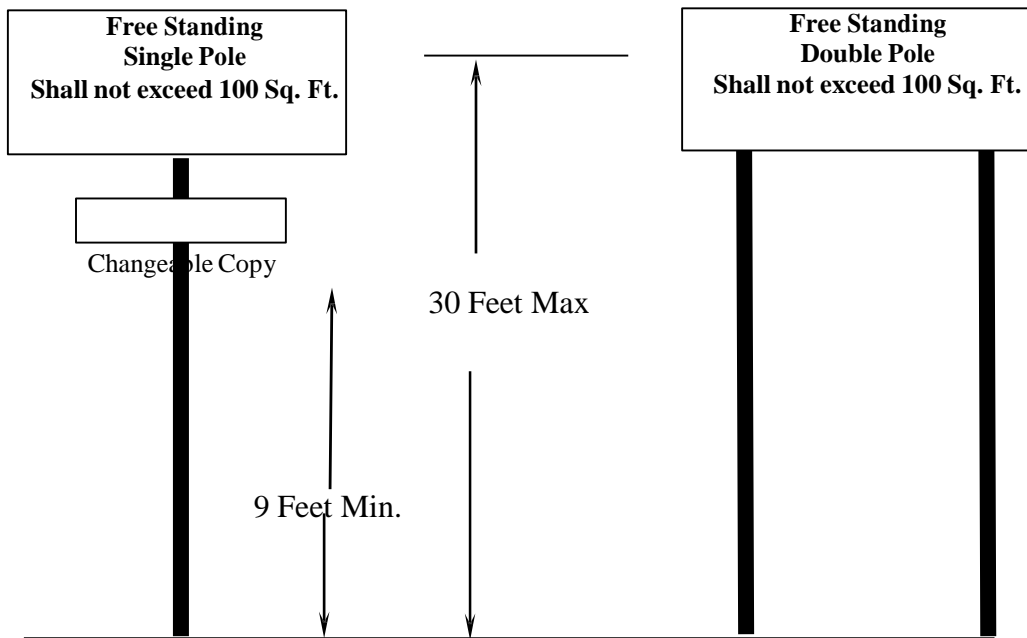
**See back for permit fees**

# Fees

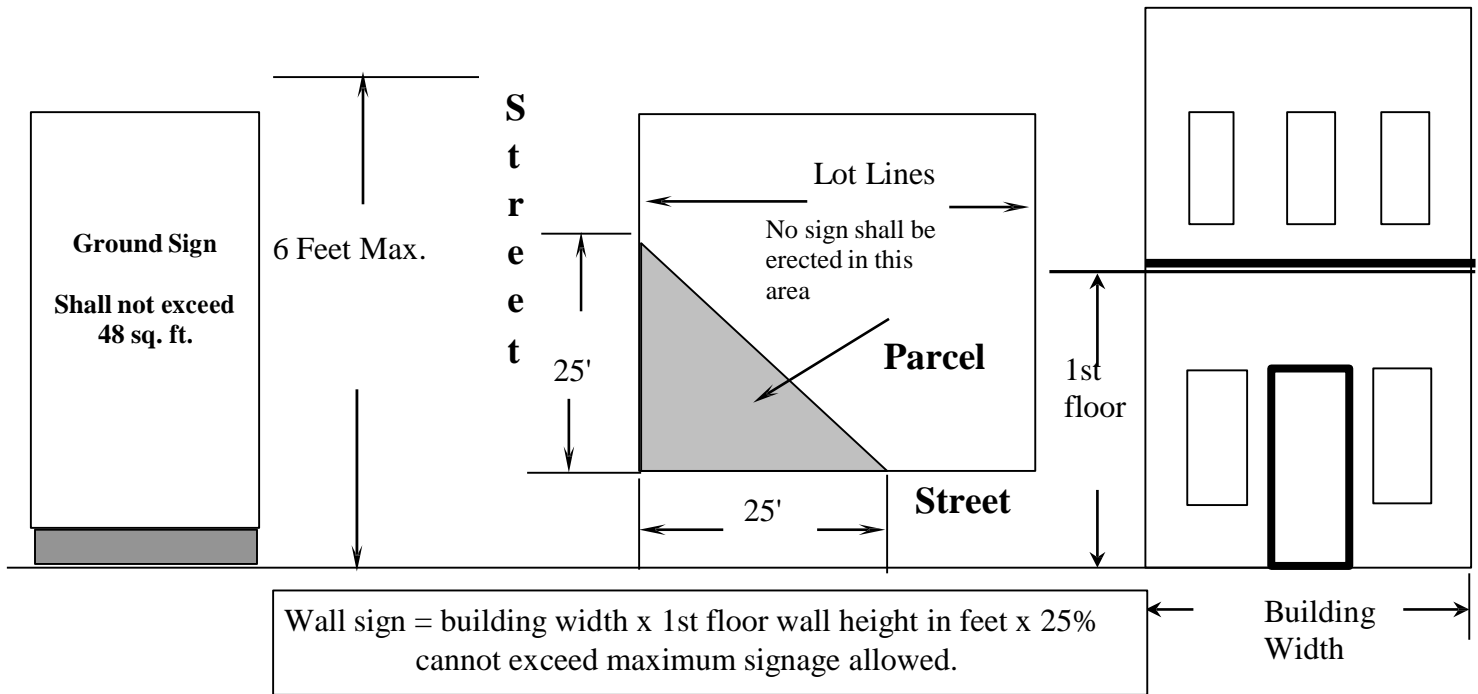
Wall	\$100.00
Freestanding/Ground	\$100.00

**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.

## Only allowed in the Interchange Approach Area



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



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**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. Contact the Building Department at: (269) 781-3985 ext. 1501 if you have questions

**CALL Building Department to schedule all inspections: (269) 781-3985 ext 1501**

**INSPECTORS DO NOT DIRECTLY SCHEDULE.**

Jennifer Pickford	Schedule Inspections – <a href="mailto:jpickford@cityofmarshall.com">jpickford@cityofmarshall.com</a>	269-781-3985 x 1501
Tim Musser	Building Official – <a href="mailto:tmusser@cityofmarshall.com">tmusser@cityofmarshall.com</a>	269-781-3985 x 1507
Eric Zuzga	Zoning Administrator – <a href="mailto:ezuzga@cityofmarshall.com">ezuzga@cityofmarshall.com</a>	269-781-3985 x 1114