



APPLICATION FOR SIGN PERMIT

Village of Northport
PO Box 336
Northport, MI 49670
231-386-5182

PERMIT NUMBER: PS _____
(Office Use Only)

This is an application – NOT A PERMIT. DO NOT INSTALL THE SIGN UNTIL THE APPLICATION HAS BEEN APPROVED AND THE PERMIT ISSUED

OWNER OF SIGN: _____ ADDRESS: _____ PHONE: _____
OWNER OF PROPERTY: _____ ADDRESS: _____ PHONE: _____
SIGN ERECTOR: _____ ADDRESS: _____ PHONE: _____
EMAIL: _____ SIDWELL: _____

JOB ADDRESS: _____ LOCATION ON BUILDING: _____ (EX: FRONT SIDE / NORTH SIDE)

TYPE OF SIGN: FREE STANDING ☐ WALL ☐ SIGN TO READ: _____

MATERIAL IN FACE OF SIGN: METAL ☐ WOOD ☐ PLASTIC ☐ DOUBLE FACE ☐ ILLUMINATED ☐

ELECTRICIAN FOR SIGN: _____ ADDRESS: _____

REQUIREMENTS TO ACQUIRE A SIGN PERMIT

Submit a complete sign application form. Include the following information:

For all Signs:

Plot plan with the location of any existing freestanding sign(s) on the property. The height of the building(s) on the property. Indicate on the footprint of the building the location of all existing wall signs.

For Freestanding Signs:

The setback and height of the proposed sign. Setbacks are measured from the proposed right-of-way to the leading edge of the sign.

For a Wall Sign:

A sign sketch with the dimensions of the sign, including the height, the materials used and the footings or foundation. All elevations of the building showing the dimensions (length and height) of all walls and the dimensions of all signs on each wall.

The dimensions of the particular part of the façade (EX: for a storefront) on which the sign will be affixed.

A cross section of the sign & the method by which it is to be affixed to the building. Show the distance from the face of the building to the outer face of the sign. If this distance is not constant, show the top & bottom dimensions. Show the distance from the top of the building to the top of the sign.

FEE: \$30 per sign upon application.

Approved: _____ I have permission from the owner of this property to erect this sign.

Date: _____ Signature of Sign Erector: _____ Print: _____

Zoned: _____ Address: _____ Phone: _____