

Springfield Township

SIGN PERMIT APPLICATION

Submit application and plans to Code Enforcement Services. Please allow a ten (10) day plan review period. The application **MUST** include 3 sets of scaled drawings of the sign, indicating the dimensions and scale for both the sign and all symbols or lettering in the sign along with the scale of the building dimensions. The application must also include a scaled drawing showing the sign location and the location and size of any other ground or building signs on the property.

SIGN LOCATION:

Parcel # of Property sign will be placed on: _____

Address of Property sign will be placed on: _____

APPLICANT INFO:

Name: (print): _____

Address: _____ City/Town: _____ Zip: _____

License #: _____ Exp. Date _____

Phone #: _____ Fax#: _____

Email: _____

OWNER INFO:

Name (print): _____

Address: _____ City/Town: _____ Zip: _____

Phone #: _____ Fax #: _____

Email: _____

DESCRIPTION OF SIGN:

Include size, height, style and construction material: _____

WORDING ON SIGN: _____

WILL THE SIGN BE ILLUMINATED: YES _____ or NO _____

Estimated Cost of Sign: \$ _____ Fees: _____

Signature of Applicant _____ Print Name _____ Date: _____

*******OFFICE USE ONLY*******

Approved By: _____ Date: _____

Planning Department

Date: _____

Building Department

Date Issued: _____ Permit #: _____

**** FEES ** Without Electric = \$50.00 ** With Electric = \$100.00 ****

Code Enforcement Services
6401 Citation Dr.
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Clarkston, MI 48346
Phone: 248-625-8480 Fax: 248-625-8455