

CITY OF AUBURN SIGN PERMIT APPLICATION
113 E. ELM ST., AUBURN, MI 48611
989-662-6761

1. JOB LOCATION

Name of business _____

Street address _____

2. BUILDING OWNER/ LESSEE INFORMATION

Name of owner/lesser _____

Address _____

City/St/Zip _____ Telephone Number _____

3. SIGN CONTRACTOR INFORMATION

Name _____

Address _____

City/St/Zip _____ Telephone Number _____

State License Number

Expiration Date

Type of license

4. TYPE OF SIGN: Freestanding, i.e.: Pole _____ Ground _____ Highway _____

Wall _____ Unified Development _____ Portable _____ Directional _____

Temporary Sign _____ Dates Needed: _____

Length _____ Width _____ Area _____ Height _____ Set Back _____

Other information _____

5. ADDITIONAL REQUIRED INFORMATION: Please attach the following information to this application.

- A. Written consent of the owner and/or lessee of the premises upon which the sign is to be erected.
- B. Plans and specifications showing the dimensions, materials, method of construction, and attachment to the building or in the ground.
- C. Information concerning required electrical connections.
- D. Position of the sign in relation to nearby buildings, structures, and property lines.
- E. Location and square footage areas of all existing signs on the same premises.
- F. Copies of the stress sheets and calculations, as required by the Building Code.

6. ADDITIONAL REMINDERS:

- 1. Footing inspections are required for all freestanding signs, including billboards, prior to the pouring of any concrete.
- 2. Electrical inspections are required for any electrified signs. Remember, only a licensed electrician may wire an electrified sign.
- 3. Inspections for the City of Auburn are done by the Williams Township Building Dept., located at 1080 W. Midland Road, telephone number, 989-662-4408.
- 4. The final sign inspection is made once the sign is erected.

7. APPLICANT SIGNATURE:

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE IS CORRECT AND AGREE TO COMPLY WITH ALL CITY AND STATE LAWS, REGULATING SIGNS AND BUILDING CONSTRUCTION.

SIGNATURE OF PERMITTEE _____ DATE _____

PERMIT APPLICATION FEE \$15.00

Approved for Issuance By:	Date:
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