



SIGN PERMIT APPLICATION

201 W. Ash Street • Mason, MI 48854 • Phone: 517-676-9155
 www.mason.mi.us email: info@mason.mi.us

Date	Permit No. (Office Use Only)	
PROJECT LOCATION		
Project Address (Street, City, State, Zip)		
Zoning District	Historic District? Y or N	
PROJECT INFORMATION		
TYPE OF SIGN	Total Sq. Ft.	New or Replacement of Existing
Freestanding ____		
Wall ____		
Other (describe)____		
<p>Please submit the following materials with the application to demonstrate compliance with City Ordinances in Chapter 58—Signs:</p> <ul style="list-style-type: none"> A drawing of the sign to scale showing dimensions, total square footage and lighting (Electrical Permit through the State required.) A drawing of the support structure (base) and footing to scale showing dimensions and total height including the sign. A site plan to scale showing location of freestanding sign and setbacks. Building elevation to scale showing the location of wall sign and the lineal dimension of the building or tenant space. Historic District Signs: Include description of materials used and how it will be attached to the building Application Form and Property Owner Authorization Permit fee \$ _____ (\$4.00 per \$1,000 of construction and erection cost with \$25.00 minimum) 		
APPLICANT INFORMATION		
Who is the applicant/primary contact? ____ Property Owner ____ Tenant ____ Contractor ____ Other: _____		
Primary Contact Name/Address		
Phone	Email	
<p>It is understood that this permit becomes null and void if work or construction is not commenced within six months, or if work or construction is suspended or abandoned for a period of six months at any time after work is commenced. A true copy of the plans of said structure is attached. It is understood that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</p> <p>Section 23a of the Michigan Construction Code Act of 1972 (1972 PA 230, MCL 125.1523A) prohibits a person from conspiring to circumvent the licensing requirement of this State relating persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines. By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any permit or approval issued as a result of this application.</p> <p>I understand that I am responsible for assuring all required inspections are requested and completed in conformance with the applicable code.</p>		
Applicant Signature _____ Date _____		



Property Owner Authorization

This form must be filled out if you are a contractor doing work for a property owner.

I, _____, authorize the below named contractor/agent
(Property owner)

_____ to act on my behalf to secure permits and inspections
(Contractor/Agent name/License #)

for work to be done at _____ in Mason, Michigan.
(Address where work is being done.)

I understand that I remain responsible to ensure that the work described in the building permit shall be installed in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector.

Signature: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Agent's/Contractor's Affidavit and Signature

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent and understand work described in the building permit shall be installed in accordance and complies with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the Inspector and assume the responsibility to arrange for necessary and timely inspections.

Print Name: _____ Date: _____

Signature: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____