



City of Keego Harbor

Building Department

2025 Beechmont
Keego Harbor MI 48320

“Heart of the Lakes”

**ANNUAL PORTABLE SIDEWALK SIGN
BANNER PERMIT**

**OR
FLAG SIGN**

Date: _____

Permit No.PSA _____

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> A-Frame/Sidewalk Sign (One Sign Allowed)
<input type="checkbox"/> Banner (Once a year for 30 day)
<input type="checkbox"/> Flag Sign (Three Flags Maximum, Once a year for 30 day) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The undersigned applies for a permit to place a portable sidewalk sign under the provisions of the Zoning Ordinance, according to the following statements:

Applicant _____

Phone _____

Address _____

Placement Date _____ Date of Removal _____

Sign/Banner location in accordance with Ordinance _____

Address of sign/banner location _____

Owner of Business _____

Business Name _____

Phone _____

Before any permit is granted for placement of a portable sidewalk sign, the following requirements must be met:

1. The Business must be registered with the City and all Fire Department Regulations met.
2. Specifications shall be filed with the Zoning Administration showing the dimensions and distance in accordance to the Zoning Ordinance.
3. Written consent of the owner/lessee of the premises upon which the sign is to be placed.

Signature of Applicant/Business Owner

Department of Planning

Approved By: _____

A-Frame/Sidewalk Sign Permit Fee: \$25.00 (One Sign Allowed, Sign May Only be Displayed During Business Hours)

Flag Sign Permit Fee: \$25.00 (Three Flags Maximum for 30 Days)

Banner Sign Permit Fee: \$35.00

Size of sign/banner in accordance to the Ordinance _____