



*"Heart of the Lakes"*

## City of Keego Harbor

2025 Beechmont  
Keego Harbor MI 48320

### SIGN PERMIT APPLICATION

Date: \_\_\_\_\_

Permit No. PS \_\_\_\_\_

The undersigned applies for a permit to erect or alter a sign under the provisions of the Zoning Ordinance, according to the following statements:

Applicant/Contractor \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Sign location \_\_\_\_\_ side of building/road

Address \_\_\_\_\_

Owner \_\_\_\_\_

Phone \_\_\_\_\_

Distance from grade \_\_\_\_\_

Size of sign \_\_\_\_\_

Square Feet of sign \_\_\_\_\_

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

1. The Business must be registered with the City and all Fire Department Regulations met.

2. Plans and specifications shall be filed with the Building Official showing the dimensions, materials and required details of construction including loads, stresses and anchorage, and distance from property lines.
3. Submit copy of liability insurance certificate with application.
4. A written consent of the owner or lessee of the premises upon which the sign is to be erected.
5. Obtain electrical permit prior to installation of sign.
6. Site Plan and/or Building Elevation where sign to be installed.

\_\_\_\_\_  
Signature of Applicant/Contractor

Department of Planning

Zoning Approval: \_\_\_\_\_

Permit Fee: \$100.00 (Planner)

Department of Building Safety

Building Approval: \_\_\_\_\_

Inspection: \$ \_\_\_\_\_

Building Department Plan Review Fee: \$ \_\_\_\_\_

Bond: \$ \_\_\_\_\_

Contractor Registration: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_