



**CITY OF MT. PLEASANT**  
**Department of Building Safety**  
**320 W. Broadway**  
**(989) 779-5302**

FOR OFFICE USE ONLY	
Date:	_____
Fee:	_____
Zone:	_____
Permit No:	_____
Approved:	_____
Denied:	_____

**ESTIMATED COST OF SIGN \$ \_\_\_\_\_**

**SIGN REQUEST:**                       Permanent                       Temporary                       Special Event

**For properties located in the Central Business District (zoned C-2), please refer to separate application.**

<b>PROJECT INFORMATION</b>		
Address:	Zoning District:	Date:
Business Advertised:	New Business: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Store frontage (width):	Suite width (if applicable):	
<b>BUSINESS OWNER/AGENT</b>		
Name:	Phone:	Mobile:
Address:	City:	State/Zip:
E-mail address:	Fax Number:	
<b>PROPERTY OWNER</b>		
Name:	Phone:	
Address:		
<b>CONTRACTOR / APPLICANT</b>		
Name:	Phone:	Mobile:
Address:	City:	State/Zip:
E-mail address:	Fax Number:	
Insurance Carrier:	Expiration Date:	

<b>TEMPORARY /PORTABLE SIGNS (T/P Sign):</b> <i>(Limited to one 30 day sign permit every 180 days - 154.141)</i>		√
<b>a.</b>	Applicant shall provide written authorization from property owner to display T/P sign.	
<b>b.</b>	Applicant agrees to maintain appropriate content/language on interchangeable lettering for the T/P signs.	
<b>c.</b>	Applicant is responsible for securing or anchoring the sign to resist wind loads or other conditions.	
<b>d.</b>	Applicant agrees to not use the flashing feature found on T/P sign. Constant internal lighting is permitted.	
<b>e.</b>	Where banners are approved, the banner must be attached flush against the building.	
<b>f.</b>	Applicant agrees to remove T/P Sign immediately following a special event or upon expiration of permit.	
<b>g.</b>	Temporary signs cannot exceed a height of 4'.	
<b>Sign will be displayed for:</b> <b>days, from</b> <b>until</b>		

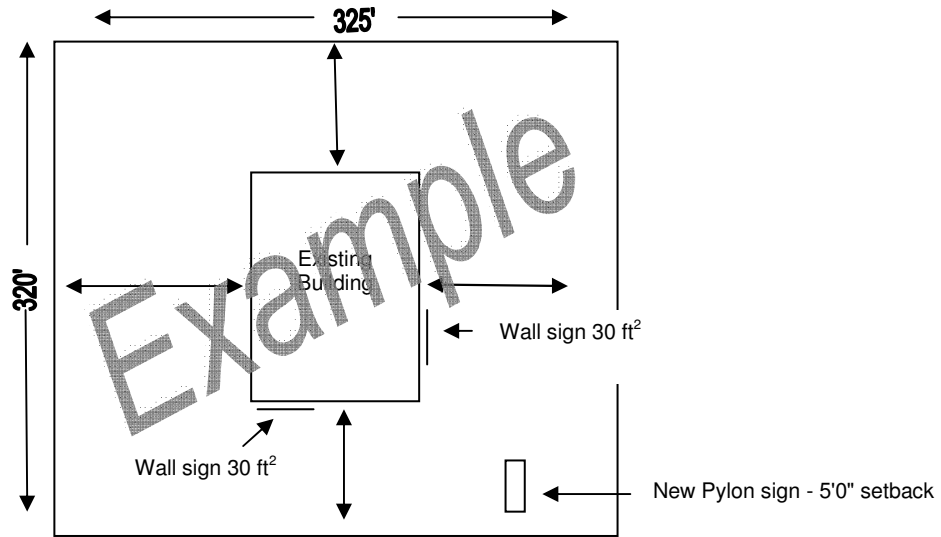
<b>PERMANENT SIGNS:</b> <i>(New Pylon Signs or Ground Signs shall provide engineered plans/details for review with application)</i>			
<b>SIGN TYPE</b> <input type="checkbox"/> Wall Sign/s <input type="checkbox"/> Pylon Sign <input type="checkbox"/> Ground Sign <input type="checkbox"/> Other <i>(Explain)</i>			
<b>PYLON/GROUND SIGN</b>	Cabinet Width:	Cabinet Height:	Sign Area:                      ft <sup>2</sup>
	Overall Height:	Ground Clearance:	<i>(Min 8' for Pylon)</i>
<b>CONSTRUCTION MATERIALS:</b> <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Other			
<b>FOUNDATION:</b> <i>(Ground/Pylon Sign must be designed for a 90mph wind load and the applicable soil loads)</i>			
<b>WALL SIGN/S</b>	Sign Width:	Sign Height:	Sign Area:                      ft <sup>2</sup>
	Sign Width:	Sign Height:	Sign Area:                      ft <sup>2</sup>
	Sign Width:	Sign Height:	Sign Area:                      ft <sup>2</sup>
<b>ATTACHMENT:</b>	Fasteners:	Size:	Spacing:
<b>TOTAL AREA OF ALL SIGNS:</b> ft <sup>2</sup> <i>(Includes the area for all new and existing Pylon, Ground and Wall Signs)</i>			
<b>ILLUMINATION:</b>	<input type="checkbox"/> Internal Lighting <input type="checkbox"/> Directional Lighting <input type="checkbox"/> LED <input type="checkbox"/> N/A	<i>Signs may not be provided with intermittent or flashing lights. Where LED's are used, it is suggested that the sign may not rotate or cycle more than once every six seconds. All electrical work shall be under a separate permit and approved by the Isabella County Electrical Dept. 989-772-0911</i>	

**SITE PLAN:** *(Refer to reverse side of permit or attach separate site plan)*  
*A site plan shall be submitted, which identifies the location of all signs on the property to determine compliance with the City Zoning Ordinance.*  
 I have read this application and hereby certify it to be correct, and I agree to comply with all laws and ordinances governing the proposed work, to secure all necessary permits, to pay any fees and assessments that pertain, and that if I am not the owner of record, the proposed work has been authorized by such owner and I have been authorized as his/her Agent for the proposed work.

\_\_\_\_\_                      \_\_\_\_\_  
**Signature of Owner/Agent**                      **Date**

**SITE PLAN - NEW SIGNS**

a. Provide the property dimensions	b. Indicate all signs on property	c. Draw location of proposed signs
d. Provide the building dimensions	e. Indicate distance to property lines for pylon or ground signs	



- C-3 Zoning District: 3 ft<sup>2</sup> per 1 ft. lot frontage up to 200 sq. ft. Shopping centers in the C-3 zoning district are limited to 1 Ft<sup>2</sup> per 1 ft. of building front face. Additional signage may be allowed on pylon/ground sign where space within cabinet allows.
- C-1 Zoning District: 2 ft<sup>2</sup> per 1 ft. building front face, up to 100 sq. ft.
  - Where permitted in the C-2 and C-3 Zoning Districts, ground signs are limited to 4' wide and 4' high
  - Where permitted in the C-3 Zoning District, pylon signs may not be more than 30' high and must provide an 8' ground clearance.

For other restrictions and for other Zoning Districts, contact the office of Building Safety at 989-779-5301 prior to making an application for any new signage.