



CITY OF ST. JOSEPH
PLANNING & ZONING DEPARTMENT
700 Broad Street
St. Joseph, MI 49085
Phone (269)983-1212
Fax (269) 985-0347
www.sjcity.com

Sign Permit
Process, Instructions and Application*

Review Chapter 25 - Signs from the Code of Ordinances



Contact City Staff to discuss specific questions



Make Application - must be complete and fees paid



Staff reviews permit: approved for permit, requires revisions, or requires Planning Commission Action (see applicable application)



Receive sign permit, install per approved plans, call for inspections

*See attached detailed directions for all steps involved.



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Sign Permit

Process, Instructions and Application

1. **Review Chapter 25 - Signs of the Code of Ordinances.** The sign code is available at www.sjcity.com – public hub or www.municode.com - library. Signs greater than 32 square feet in size and changeable message boards require approval by the Planning Commission (see separate application process) prior to submittal for permit.
2. **Contact Community Development Director (City Staff) with Specific Questions.**
3. **Submission of Application.** Complete applications may be submitted at any time.
 - a. It is suggested that you make an appointment with staff to submit the application.
 - b. All required applications, supplemental information and fees must be submitted at one time.
 - c. A separate Electrical Permit will be required if the sign is going to be illuminated. A licensed Electrical Contractor is responsible for obtaining the permit.
4. **Acceptance of Application and Staff Review.** Staff reviews the application and supplemental information for completeness. Application forwarded to applicable city departments for review.
5. **Request for Changes or Need for Approval by Planning Commission.**
 - a. Staff reviews application and determines that the request must be modified to comply with Chapter 25 – Signs of the Code of Ordinances. Applicant makes corrections and amends application.
 - b. Signs that require Planning Commission review and approval are held until such approval is granted or the proposed signage is modified as such so approval is not needed.
6. **Permit Issued.** The Inspection Department issues the permit once all departments sign off on application. Illuminated sign permits will not be issued until an electrical permit is issued.



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SIGN PERMIT APPLICATION

ONE SIGN PER APPLICATION. Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. If additional space is needed, please use additional sheets of paper. *Signage greater than 32 square feet requires Planning Commission approval.*

Property Information

Property Address: _____

Tenant Name: _____

Property Code Number(s) (Tax Number): 11-76-_____

Value of Individual Sign: _____

Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Person Responsible for Obtaining Permit: _____

Name of Sign Contractor: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Tenant Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Name of Property Owner/Management Company: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Name of Electrical Contractor: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Site Information

Is this a multi-tenant building? Yes No

What zoning district is the property located in? _____

Current use of property (office, retail): _____

What are the dimensions of the property? _____

What is the overall length of the building facing the street? _____

What is the width of the tenant space facing the street? _____

Total number of signs existing on parcel before proposed sign is installed?

Free-standing signs: _____ Wall signs: _____

Total square footage of signs existing on parcel before proposed sign is installed:

Free-standing signs: _____ Wall signs: _____

Is an LED and/or Changeable Message Board being proposed, if yes, requires Planning Commission approval? Yes: ____ No: ____

Type of Permanent Sign (pick one sign type)

Ground: ____ Pole: ____ Wall: ____ Awning: ____ Projecting: ____ Other: _____

Single-faced: ____ Double-faced: ____

Dimension of sign: Width: _____ Height: _____

Total square footage of sign (if greater than 32 sq ft, Planning Commission approval required):

Overall height (measured from ground to highest point of sign): _____

Clearance of sign (measured from ground to lowest point of sign): _____

Illuminated? Yes: ____ No: ____ LED/Changeable Message Board: ____

Source of light? Internal: ____ External: ____

Required Information for All Signs

Site Plan must be drawn to scale and with dimensions, containing the following information:

- a. North arrow identified.
- b. Property lines or boundaries of the premise where the sign is to be located.
- c. Footprint of the building showing where the sign is to be placed, including the setbacks of the building from the property lines.
- d. Location of all proposed and existing freestanding signs (ground, pole and temporary banners).
- e. For all freestanding signs show the proposed setback of the sign to the closest property line, street, alley or other vehicular access. There is a twenty (20) foot vision triangle for signs located near intersecting public rights-of-way and drive-ways.
- f. Show all other major property improvements which could affect the location of the sign, such as parking lots, driveways, landscape area. There is a twenty (20) foot vision triangle for signs located near intersecting public rights-of-way and drive-ways.
- g. Show location and description of any easements located on the property.

Construction Drawings must be drawn to scale with dimensions, containing the following:

- a. Show the dimensions of all proposed signage.
- b. Calculation of the proposed signage based on 4 straight lines creating one rectangular/square box.
- c. Show the dimension from grade to the bottom of all signs.
- d. Show the dimension from grade to the top of all signs.
- e. Show the letter/figure design, dimensions, colors and materials of the copy/wording/verbiage on the sign.
- f. Electrical connections and wiring detail.
- g. Source of illumination and combined wattage (if any).
- h. Clearly depict the proposed foundation structure (free-standing signs) and/or bracketing structure (wall signs).

Building Elevation Drawings must be drawn to scale with dimensions, containing the following:

- a. Provide the width of the building and tenant space.
- b. Location of existing and proposed wall signs
- c. Identify signs to be removed.
- d. Identify all public entrances to the building.
- e. Superimpose the signage on the building and show the elevations, dimensions and the height of the sign when measured from grade.

**SIGN PERMIT APPLICATION
CERTIFICATION**

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that they consent to the filing of the application and that all information contained is true and correct to the best of their knowledge;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application;
- C. The Applicant shall make the property that is subject of this application available for inspection by the City at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than twenty (20) days following the change, and failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that when the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands that they responsible for all application fees. Fees are non-refundable and there is no guarantee the application will be approved or permits issued. There should be no outstanding monies owed to the City (i.e., water bill or taxes).

On the _____, day of _____, 20_____, I/We have read the above certification, understand it, and agree to abide by its conditions.

Signature of Applicant or Authorized Agent

Name of Applicant or Authorized Agent

OFFICIAL CITY USE:

Date Received: _____

Fee: _____

Completed: _____

**SIGN PERMIT APPLICATION
OWNER'S OR PROPERTY MANAGERS CONSENT FORM**

I/We, the Owner(s) of the property listed below, hereby grant permission for the Applicant,

(Company name and contact person) to seek _____
(state request that can be made) as required by the City of St. Joseph, Michigan for the property
commonly known as _____ (street address)
and having the Property Code Number (Tax Number) of 11-76-_____.

On the _____, day of _____, 20_____, I/We have read the above certification,
understand it, and agree to abide by its conditions.

Signature of Property Owner

Name of Property Owner

Signature of Property Owner

Name of Property Owner