



**CITY OF KENTWOOD PLANNING DEPARTMENT  
SIGN PERMIT APPLICATION**  
(Please Type or Print)

|                  |              |
|------------------|--------------|
| <b>DATE</b>      |              |
| <b>APPLICANT</b> | <b>PHONE</b> |
| <b>ADDRESS</b>   | <b>FAX</b>   |

| PROPERTY LOCATION           |        |
|-----------------------------|--------|
| <b>BUSINESS SIGN IS FOR</b> |        |
| <b>PROPERTY ADDRESS</b>     |        |
| <b>PARCEL NUMBER</b>        | 41-18- |
| <b>ZONING DISTRICT</b>      |        |

| TYPE OF SIGN(S) <sup>1</sup> | REQUIRED ATTACHMENTS  |
|------------------------------|---|
| WALL                         | Scaled sketch of sign(s) with dimensions. Building elevations showing wall width(s) and sign location(s). Permit fee of \$60.00.  |
| FREESTANDING                 | Scaled sketch of sign(s) with dimensions. Site plan indicating property width and sign location(s) relative to property lines and rights-of-way. Permit fee of \$60.00.                         |
| PORTABLE <sup>2</sup>        | Letter of consent from the property owner or authorized representative (for multi-tenant properties). Permit fee of \$60.00. <b>Maximum size of 32 square feet.</b><br><b>Dates of Display:</b> |
| DIRECTIONAL                  | Scaled sketch of sign(s) with dimensions. Site plan and/or building elevations indicating sign locations.   |
| BILLBOARD                    | Scaled sketch of sign(s) with dimensions. Engineered drawings of sign structure and foundation bearing professional seal. Permit fee of \$60.00.  |

**Existing signs, along with their size, are to be shown on the sketch plan.**

Will the proposed sign(s) or sign structure(s) be illuminated?      Yes  No

If yes, an electrical permit will be required. Contact the City of Kentwood Inspections Department for an Electrical Permit Application (616-554-0700).

**NOTE: WORK IS NOT TO COMMENCE UNTIL APPLICATION IS APPROVED AND PERMITS ARE ISSUED**

“I” hereby certify to the correctness and knowledge of the information submitted and hereby agree to comply with the terms and requirements of all applicable city ordinances:

| APPLICANT SIGNATURE | DATE |
|---------------------|------|
|                     |      |

<sup>1</sup>All electrical signs must be listed.

<sup>2</sup>All portable electric signs must be GFI protected.