



SIGN PERMIT APPLICATION

City of Caro
317 S. State Street
Caro, MI 48723

I. Job Location		
Street Address	Permit Number:	
	Date Received:	
Business Name	Date Issued:	
Phone Number of Owner	Permit Fee:	

II. Applicant Information			
Contractor Owner	Name	Phone/Cell Number ()	
Address (Street Number and Name)			Contractor License Number
City	State	Zip Code	
Fax Number ()	Email Address		
Federal Employer ID Number (or reason for exemption)			

III. Type of Proposed Sign				
	Wall Sign	Window Sign	Will signs be illuminated? Yes No	If yes, signs shall be wired and a separate permit secured by: Sign Specialty Contractor Electrical Contractor
	Panel Change	Monument Sign	Square Footage of Façade	Height x Length = Sq. Ft.
	Banners / Flags	Temporary Sign	Square Footage of Doors/Windows	Height x Length = Sq. Ft.
	Awning/Canopy	Changeable Message	Size of Proposed Sign =	Height x Length = Sq. Ft.

- The following items must be attached to this application in order for it to be processed (Electronic copies via email are acceptable):
- 3 copies of scaled drawing including proposed sign dimensions, building frontage dimension, lot lines & dimensions, and setback of sign from front property line.
 - Scaled drawing including upper height of the sign from grade, location of the sign on the building, and orientation of the sign
 - Sign specifications including materials and details of construction, and anchorage or method of attachment
 - Letter of authorization from building owner

IV. Applicant Signature	
I hereby certify that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.	
Signature of Applicant	Date
Print Name	

FOR OFFICE USE ONLY	
Approved by:	Date:
Notified by:	Date: