



City of Marine City
Building Department
260 S. Parker
Marine City, MI 48039
(810) 765-9011
buildingdepartment@cityofmarinecity.org

Permanent Sign Application/Permit

Permanent Sign Application & Permit Fee:	\$50.00 FEE	\$0 - \$1,000.00 IN COST
	\$100.00 FEE	OVER \$1,000.00 IN COST

A sign permit will not be issued unless it meets the criteria outlined in the current City of Marine City ordinance. The sign ordinance is set forth in its entirety in Sec 160.220 Signs and available online at marinecity-mi.org > Clerk's Dept. > City Codes and Ordinances.

DO NOT PROCEED WITH THE FABRICATION OF YOUR SIGN UNTIL YOU RECEIVE A PERMIT.

Date: _____

Property Owner/Business Name: _____

Business Phone: _____ Current Business License: _____

Address (for Proposed Sign): _____

Applicant Name: _____

Applicant Phone: _____ Applicant Email: _____

Applicant Address: _____

Contractor Name: _____

Contractor Business Address: _____

Contractor Phone: _____ License Held: _____

State License No.: _____ Expiration Date: _____

Zoning: _____ Cost of Sign: _____

New Sign Type: _____ Sign Face Replacement/Sign Repair: _____

See back for additional requirements

Type of Permanent Sign

☐ Ground/Monument Sign

☐ Wall Sign

☐ Painted Wall Sign

☐ Lettering on Awning or Canopy

☐ Electric Sign – Is sign illuminated _____ Yes _____ No

- Electric Signs require a separate electrical permit and must include the U.L. Label information on electric permit for sign connections.
- **ELECTRICAL SIGN INSTALLER:** Required State License(s): Any person engaged in the business of a sign specialty contractor who is not in a local licensing jurisdiction should be licensed with the State Electrical Administration Board. Contact Department of Labor & Economic Growth, Bureau of Construction Codes, Electrical Division at (517) 241-9320.

Size and specifications of permanent sign must be submitted on a separate attachment

The Building Department reserves the right to require signed and sealed drawings

Signature of Applicant

Date

Required Documents

Wall Sign:

- Submit a layout of the front elevation of the building including all dimensions of the building.
- Show the size of the sign, the size of the lettering, and the location on the building.
- Show the placement and size of the proposed wall sign.
- Show existing signs and if they are to remain.

Ground or Monument /Pole Sign

- Require a site plan showing the location of the property lines, the building, and the proposed location of the sign.
- Drawing showing the size of the sign and size of lettering.
- Footing drawing.

Signs on Awnings and Canopies:

- Provide the size of the canopy or awning. Indicate if new or existing.
- Provide size of lettering and location on awning.

Office Use Only

Comments: _____

Zoning District: _____ Electrical Connection: _____ Non-Conforming: _____

Business License: _____ Changeable Copy: _____ Height Restriction: _____

Building Official Approval Signature

Date