

Sign Permit Information

The City of Portage regulates the use, construction, reconstruction, placement and size of signs in order to protect the public health and safety. These regulations seek to balance the need to identify a business, office or industry with the community goals to minimize street clutter, motorist distractions and to enhance the appearance of the community.

Signs are governed and defined by City Ordinance and specifically Chapter 42, Land Division Regulations, Article 4, Zoning (see Signs, Chapter 42, Sections 42-540 through 42-553). The Zoning Code establishes sign regulations for size, height, number and location of signs based on the zoning district. Any new, altered, reconstructed or replacement sign requires a permit unless otherwise specified. Also, some types of signs that are regulated do not require a permit. Examples include real estate, garage/yard sale, political/election campaign and construction information signs, and holiday decorations.

For your convenience, you may visit www.portagemi.org where the Code of Ordinances can be found under "City Government". Please use the following path – **City Government > Code of Ordinances > Chapter 42, Land Development Regulations > Section 42-540** – to view the City of Portage Zoning Code regulations for signs.

The attached Sign Permit Application must be submitted with required sign, property and building sketch attachments. The application must be reviewed and permit issued prior to work commencing.

Information That Must Be Submitted

To ensure prompt review of your application, please be sure to complete the information on the accompanying Sign Permit Application form including:

- a scaled drawing showing the new sign(s) with dimensions;
- a scaled plot plan for all freestanding signs (permanent or freestanding);
- a scaled drawing showing the height in relation to the elevation of the street curb for freestanding signs, or location on building wall and relation to building roofline for wall signs; and
- wall area dimensions for all permanent wall signs.

Note that all of the above drawings are also required for a sign panel change to an existing sign.

Sign Permit Fees

The fees for signs have been established by City Council by the type of sign as follows:

- Permanent Freestanding, Wall or Changeable Copy Board Sign** \$110.00 per application, address or tenant
- Temporary Sign \$55.00 per application, address or tenant
- Directional Sign \$55.00 per application or address

**When a Changeable Copy Board is installed at the same time as a new or replacement freestanding sign, no separate sign fee will be charged. Also, refer to accompanying Electronic Message Display regulations if applicable.

Thank You For Your Cooperation!



Application Information

Project Address: _____

Owner Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Description of Work: _____

Completion date or display date(s): _____ Zoning District: _____

Contractor Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Applicant or Contractor Signature: _____ Date: _____

Required Sign Information

Permanent Freestanding Sign(s) (may include a Changeable Copy Board); AND Temporary Sign(s)

- A scaled plot plan showing locations of existing and proposed sign(s). Please include location, setback from property lines, distance between signs and sign height. NOTE: setback is measured from the leading edge of the sign. Property lines must be staked for verification when the site inspection is performed by the city.

Plot Plan complete: Y N

- A scaled drawing/picture showing new sign(s) face, type, dimension of sign and support structure, and total sign height. NOTE: sign height is measured from adjacent street grade or top of curb to highest point of sign(s).

Sign Drawing/Picture complete: Y N

- Number of signs: _____ Area (per sign) _____
- Type of Construction _____ Illumination: internal _____ external _____
- Changeable copy board: Y N Area (per sign side) _____

Permanent or Temporary Wall Sign(s):

- A scaled drawing showing locations of existing and proposed sign(s) including wall dimensions, location(s) and height(s). Also, submit a scaled drawing/picture of the wall sign with dimensions.

Location Drawing/Sign Picture complete: Y N

- Number of signs: _____ Area (per sign) _____
- Type of Construction _____ Illumination: internal _____ external _____

Required Permit Fees

<u>Sign Type</u>	<u>Quantity</u>	<u>Fee</u>
Permanent Freestanding	_____	\$110.00 per application, address or tenant
Changeable Copy Board*	_____	\$110.00 per application, address or tenant
Permanent Wall	_____	\$110.00 per application, address or tenant
Temporary Sign(s)	_____	\$55.00 per application, address or tenant
Directional(s)	_____	\$55.00 per application, address or tenant

Note: * no fee if installed with new or replacement freestanding sign.

TOTAL CHARGES: _____

Sign Permit, Construction and Inspection Reminders

1. Applicant or owner must call the Department of Community Development at 269-329-4477 or 269-329-4466 to request an inspection once sign is installed.
2. Electrical permits are required for all: new wall signs (including within mall), change-out of signs on existing buildings, and new circuits to freestanding signs (does not include change of sign panels). For other signs, electrical inspector will determine electrical permit requirements per applicable code provisions.
3. Michigan Law requires that you must contact ***MISS DIG*** three working days before you break ground.

DIAL MISS DIG at 1-800-482-7171
4. The sign permit that is obtained will expire and become null and void if the building or work authorized is not commenced within 180 days from the date of issuance, or if the building or work authorized is suspended or abandoned for a period of 180 days, per Michigan Law.
5. Please read and review the City of Portage Sign Permit after it is issued for important information.

S:\Department Files\Forms\2008 Forms\2008 Sign permit app.doc