



## APPLICATION FOR SIGN PERMIT

File #: \_\_\_\_\_

Date: \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Business Owner: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Property Address: \_\_\_\_\_

### Type of Sign

On Premises

Roof

Off Premises

Flush Wall

Free Standing

Illuminated

Projecting

Other \_\_\_\_\_

### Face Size

Length: \_\_\_\_\_

Area: \_\_\_\_\_

Width: \_\_\_\_\_

Square Feet: \_\_\_\_\_

Single: \_\_\_\_\_

Overall Height: \_\_\_\_\_

Double: \_\_\_\_\_

Height (Grade to Bottom of Sign): \_\_\_\_\_

### Material

Face: \_\_\_\_\_

Support: \_\_\_\_\_

Frame: \_\_\_\_\_

Footing: \_\_\_\_\_

### Illumination

Number of Lamps: \_\_\_\_\_

Total Wattage: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Sign Plan:**

Sketch Sign Plan. Include wording, dimensions, method of support, illumination.

**Site Plan:**

Show property lines, streets, sidewalks, location of the proposed sign, existing buildings, proposed buildings, existing signs, etc. (Attach additional sheets if necessary.)

\*\* \$40.00 fee required

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved by Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed application to:  
City Manager  
City of Hancock  
399 Quincy Street, Hancock, MI 49930