



**Charter Township of Independence  
Building, Planning and Zoning Services  
6483 Waldon Center Dr. / P. O. Box 69  
Clarkston, MI 48347  
248-625-8111**

**SIGN APPLICATION**

Name of Business/Organization: _____	Date: _____
Location (Address): _____	
Project: _____	Lot/Bldg./Suite No.: _____
Builder/Owner: _____	Phone: _____

**This application when properly received grants permission to:**

Contractor/Installer: _____	License or Registration #: _____
Address: _____	City/State/Zip: _____
Phone : _____	

**-Please complete reverse side of this application-**

**Re-inspection Fees: \$55.00 / Must be paid prior to Final Approval**

I hereby certify that the proposed work is authorized by owner of record and that I have been authorized by the owner to make application as his/her authorized agent and we agree to conform to all applicable codes of the State of Michigan and Independence Township.

**Contractor Signature:** \_\_\_\_\_

Visit our website @ [www.twp.independence.mi.us](http://www.twp.independence.mi.us)  
for additional Building Department information and forms

➤ **FOR PERMANENT SIGN REVIEW**

**Type of Sign:** Ground \_\_\_\_ Wall \_\_\_\_ Projecting \_\_\_\_ Billboard \_\_\_\_ Other \_\_\_\_  
(Check Type)

Dimensions: Height \_\_\_\_ Width \_\_\_\_ Total Surface Area (Both Sides) \_\_\_\_\_ Sq. Ft.

Estimated Cost of Construction: \$ \_\_\_\_\_

Lineal Feet of Building/Suite Frontage: \_\_\_\_\_ Ft. \*(For Calculating Allowable Wall Sign)

Foundation for Attachment: \_\_\_\_\_ (Cement, Posts, etc...)

Type of Materials: \_\_\_\_\_

Method of Illumination: \_\_\_\_\_

\*\* In all cases where wiring is to be used in connection with the structure, it shall require an electrical permit and shall comply with all electrical codes as adopted by the Township.

Total Weight: (Projecting Sign only) \_\_\_\_\_ lbs.

Existing Signage: Yes or No Type of Sign: \_\_\_\_\_ Size \_\_\_\_\_

**Fee Structure**

Application Fee - \$36.00 (Non-Refundable)

Wall Sign – Base Fee of \$60.00 plus \$0.50 per square foot

Ground Sign – Base Fee of \$150.00

Performance Bond - \$120.00 (Refundable after Approved Final Inspections)

\*Separate Electrical Permit is Required for Electrical Signs (Minimum Permit Fee is \$75.00)

***For All Sign Applications  
You Must Submit***

1. Two Blueprints, renderings, or plans showing specifications & intended message
2. Letter of Authorization from the building/property owner
3. A Plot Plan with setbacks showing where the sign is to be placed. (Ground Sign)  
\*This must include all measurements from applicable right of way & building

**\*\*\*BUILDING DEPARTMENT USE ONLY\*\*\***

Total Square Feet: (Per Side) \_\_\_\_\_ Sq. Ft. (Total of Both Sides) \_\_\_\_\_ Sq. Ft.

Permit Fee: \$ \_\_\_\_\_ Bond Fee \$120 (Refundable after Approved Final Inspections)

Total Amount Due: \$ \_\_\_\_\_

Notes & Special Conditions: \_\_\_\_\_