



**CITY OF KENTWOOD PLANNING DEPARTMENT
SIGN PERMIT APPLICATION**
(Please Type or Print)

DATE			
APPLICANT			PHONE
BUSINESS ADDRESS			

PROPERTY LOCATION	
ADDRESS	
PARCEL NUMBER	41-18-
ZONING DISTRICT	

TYPE OF SIGN(S) ¹	REQUIRED ATTACHMENTS
WALL	Scaled sketch of sign(s) with dimensions. Building elevations showing wall width(s) and sign location(s). Permit fee of \$60.00.
FREESTANDING	Scaled sketch of sign(s) with dimensions. Site plan indicating property width and sign location(s) relative to property lines and rights-of-way. Permit fee of \$60.00.
PORTABLE ²	Letter of consent from the property owner or authorized representative (for multi-tenant properties). Permit fee of \$60.00. Dates of Display:
DIRECTIONAL	Scaled sketch of sign(s) with dimensions. Site plan and/or building elevations indicating sign locations.
BILLBOARD	Scaled sketch of sign(s) with dimensions. Engineered drawings of sign structure and foundation bearing professional seal. Permit fee of \$60.00.

Will the proposed sign(s) or sign structure(s) be illuminated? Yes No

If yes, an electrical permit will be required. Contact the City of Kentwood Inspections Department for an Electrical Permit Application (616-554-0700).

NOTE: WORK IS NOT TO COMMENCE UNTIL APPLICATION IS APPROVED AND PERMITS ARE ISSUED

“I” hereby certify to the correctness and knowledge of the information submitted and hereby agree to comply with the terms and requirements of all applicable city ordinances:

APPLICANT SIGNATURE	DATE

¹All electrical signs must be listed.

²All portable electric signs must be GFI protected.