



"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont
Keego Harbor MI 48320

SIGN PERMIT APPLICATION

Date: _____

Permit No. PS _____

The undersigned applies for a permit to erect or alter a sign under the provisions of the Zoning Ordinance, according to the following statements:

Applicant/Contractor _____

Phone _____

Address _____

Sign location _____ side of building/road

Address _____

Owner _____

Phone _____

Distance from grade _____

Size of sign _____

Square Feet of sign _____

Before any permit is granted for erection of a sign, the following requirements must be met:

1. The Business must be registered with the City and all Fire Department Regulations met.

2. Plans and specifications shall be filed with the Building Official showing the dimensions, materials and required details of construction including loads, stresses and anchorage, and distance from property lines.
3. Submit copy of liability insurance certificate with application.
4. A written consent of the owner or lessee of the premises upon which the sign is to be erected.
5. Obtain electrical permit prior to installation of sign.
6. Site Plan and/or Building Elevation where sign to be installed.

Signature of Applicant/Contractor

Department of Planning

Zoning Approval: _____

Permit Fee: \$125.00 (Planner)

Department of Building Safety

Building Approval: _____

Inspection: \$ _____

Building Department Plan Review Fee: \$ _____

Bond: \$ _____

Contractor Registration: \$ _____

Total Due: \$ _____

Permit expires 1 year from date of issue, Permit Renewal fee is \$50.00