



**CITY OF  
 EAST GRAND RAPIDS  
 SIGN PERMIT APPLICATION**  
 750 Lakeside Drive, SE - East Grand Rapids, MI 49506  
 Phone 616.940.4817 Fax 616.831.6121

**I. APPLICATION: (Complete All Sections)**

Sign Location: (Name of Business and Address)		
Description of Sign: (Applicant must submit drawings, including a site plan where applicable, showing all required dimensions.)		
Applicant Name (Please Print)		Applicant Title
Company Name:		Phone:
Street Address:		Cell Phone:
City, State, Zip		Fax:
		Email:
Signature of Applicant	Title	Date
Property Owner Name: (Please Print)		Phone:
Street Address:		City, State, Zip
Property Owner Signature:		Date:
Business Owner Name: (Please Print)		Phone:
Street Address:		City, State, Zip
Business Owner Signature:		Date:

**II. PERMIT AUTHORIZATION (For Department Use Only)**

Fee Paid:	Date:	Received by:
\$		
Issued by: (City Services Staff Signature)	Date:	Sign Permit No.:
Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Permit No.:	

**III. CERTIFICATE OF COMPLIANCE (Applicant must contact the City Services Department immediately upon completion of installation to request a final inspection.)**

Approved by:	Date: