



## Building Department

# Sign Permit Application

### Business Details

Name of Business: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Sign Details

Sign Type:  Permanent  Temporary

Sign Location:  Private Land  Public Land

Zone: \_\_\_\_\_

Sign Structure Type: (Circle One) Pole / Monument / Awning / Canopy / Window / Banner / Wall Other

Illuminated: (Circle One) Yes / No If yes: Internally / Externally

Sign Dimensions: Height \_\_\_\_\_ Length \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Linear Ft. Street Frontage of Property: \_\_\_\_\_

### Contractor Details

Name of: \_\_\_\_\_ Contact # \_\_\_\_\_

Materials / Labor \$ \_\_\_\_\_

Please Note:

- Application shall be attached to Business license if applicable
- One application per sign
- Please attach a picture/design of each sign
- Fees are determined by Building Fee Ordinance #11-008
- Electric Signs must be installed by a Licensed Electrician
- The erection or maintenance of each shall comply with all the Village Building Codes
- All signs are to be displayed in accordance with the Village of Lansing Municipal Code, which can be located at [www.villageoflansing.org](http://www.villageoflansing.org)