

SOLON TOWNSHIP
15185 ALGOMA AVE NE
CEDAR SPRINGS, MI 49319



PERMIT # _____

PHONE: 616-696-1718
FAX: 616-696-3970
www.solontwp.org

SIGN PERMIT APPLICATION

APPLICANT: _____ PHONE: _____

APPLICANT ADDRESS: _____

LOCATION ADDRESS/PARCEL #: _____
: 41-02-____ - ____ - ____

*CONTRACTOR: _____ PHONE: _____

CONTRACTOR ADDRESS: _____ EMAIL: _____

ZONING DISTRICT: _____ BUILDING FRONTAGE: _____ FT.
 Corner Lot Vacant Lot

EXISTING SIGN TYPE: _____ EXISTING SIGN SIZE _____ SQ. FT.

TYPE AND NUMBER OF PROPOSED SIGN: Wall Sign _____ Ground Sign _____
 Pole Sign _____ Window Sign _____ Portable Sign _____ Projecting Sign _____
 Other _____

MEASUREMENT OF PROPOSED SIGN: _____ TOTAL AREA: _____ SQ. FT.

*ELECTRICAL REQUIRED? Yes _____ No _____ ESTIMATED COST: \$ _____

This Application must include a scale drawing showing the following:

- A. Site Plan showing location and relationship to existing building, structure, or lot including setbacks from lot lines and elevations.
- B. Sign plans and specifications with method of construction and attachment to structures or ground.

***Any individuals hired for above work must be licensed contractors who are registered with Solon Township.**

The Zoning Administrator may request additional documentation to determine compliance with Solon Township Ordinances. A public hearing may be required. Applicants must comply with Solon Township Sign Ordinances.

APPLICANT SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

ZONING OFFICIAL SIGNATURE: _____ DATE: _____

Application Approved: Yes No Comment: _____

BUILDING OFFICIAL SIGNATURE: _____ DATE: _____

Application Approved: Yes No Comment: _____

ZONING FEE: \$ 50.00 TOTAL FEE PAID: \$ _____
PERMIT FEE: \$ 50.00 \$100.00 Check # _____ Cash _____
CONT. REG. FEE: \$ _____ DATE RECEIVED: _____

INSPECTIONS

**BUILDING
INSPECTIONS**

ROBERT ELICK
616-696-1718
RODNEY ELICK
616-696-1718

**ELECTRICAL
INSPECTIONS**

COLT JACOBS
616-318-2964

**MECHANICAL/PLUMBING
INSPECTIONS**

JEFF BIEGALLE
616-438-5957

There are a number of inspections required in each of the four codes – Building, Electrical, Mechanical and Plumbing. Therefore, you must call the inspectors when you are ready for each type of inspection. Work may not proceed before the project is inspected and approved to continue. Please make sure you are actually ready for inspection. If an inspection is called for and the job is not ready, a re-inspection fee will be charged.

THE REQUIRED VISUAL INSPECTIONS ARE:

BUILDING:

- FOUNDATION – before back-filling when walls are complete; dampproofed or waterproofed, and the foundation drains are completely installed.
- ROUGH-IN – when framing is complete, BEFORE drywalling and AFTER electrical, plumbing, and mechanical inspections are approved.
- FINAL – when project is complete and ready for occupancy and AFTER electrical, plumbing, and mechanical final inspections are approved.

ELECTRICAL:

- SERVICE – when permanent service is complete and ready for hook-up.
- ROUGH-IN – BEFORE insulating or drywalling, when wiring which will be hidden is complete.
- FINAL – when all fixtures are set, plates are on and the building is ready to be occupied.

MECHANICAL:

- UNDERGROUND – if anything is to be covered by dirt, concrete, or blacktop.
- ROUGH-IN – Anything in walls (including ducts or chimneys) BEFORE drywalling.
- FINAL – when furnace and/or air conditioning is completed and operating and you are ready to occupy.

PLUMBING:

- UNDERGROUND – when pipes are all run in ground, BEFORE you backfill or pour concrete.
- ROUGH-IN – when pipes are all run in wall, BEFORE drywalling; also, drainage lines in ceiling of basement BEFORE covering.
- FINAL – when fixtures are all set and operating and you are ready to occupy.