

Sign Permit Checklist
Oshtemo Charter Township 7275 West Main St – Kalamazoo MI 49009
269.216.5223 * Fax: 269.375.7180

For reference only – unnecessary to submit with sign permit application packet

Project: _____

Property Address: _____

1. Planning Dept. Sign Permit Application

New Sign \$75*, Replacement Face \$50*
Special Event Sign \$25**, Construction Sign \$25**

*Per Application **Per sign

2. Building Dept. Sign Building Permit

Pylon Sign _____ Fee: \$75

- Sealed drawings _____
- Setback inspection (call) _____
- Footing inspection (call) _____
- Ground Sign _____ Fee: \$0
 - Construction details _____
 - Setback inspection (call) _____
- Wall Sign _____ Fee: \$0
 - Attachment details _____

3. Building Dept. Sign Electrical Permit

Illuminated Sign _____ Fee: \$62

- Electrical inspection (call) _____

4. Confirmation of Code Compliance

- Completed before notary _____