

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.

**WORK STARTED WITHOUT PERMIT IS SUBJECT TO DOUBLE PERMIT FEES PAYABLE  
TO SOLON TOWNSHIP PRIOR TO PERMIT ISSUANCE**

**A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN  
SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION.**

**CLOSED AND/OR CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED**

*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  
PERMIT FEE: \$200.00 / \$500.00  
CONT. REG. FEE: \$ \_\_\_\_\_

TOTAL FEE PAID: \$ \_\_\_\_\_  
Check # \_\_\_\_\_ Cash \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_

## INSPECTIONS

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BUILDING INSPECTIONS	ELECTRICAL INSPECTIONS	MECHANICAL/PLUMBING INSPECTIONS
ROBERT ELLICK 616-696-1718	COLT JACOBS 616-318-2964	JEFF BIEGALLE 616-438-5957
RODNEY ELLICK 616-696-1718		

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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.