CITY OF LANSING

Department of Planning and Neighborhood Development

316 N. Capitol Ave., Suite C-1 – Lansing, MI 48933-1238
(517) 483-4355 – Fax (517) 377-0169
Robert Johnson, **Director**
www.LansingMI.com

Virg Bernero
Mayor

Christine Segerlind, CBO
Building Official

Sign Permit Check List

RETURN THIS FORM SIGNED AND DATED WITH ALL REQUIRED DOCUMENTATION

Permit Location (Job Address):_____

Owner's Name:_____

Permit Applicants Name:_____

Before a building permit may be issued, all of the documentation must be provided or justified as non-applicable (N/A). *You may find it helpful to obtain this information in the following order to avoid delays.*

_____1. **PEDESTRIAN PROTECTION and/or CONSTRUCTION SITE SAFETY PLAN.**

_____2. **RIGHT-OF-WAY PERMIT:** for authorization of any work within the Public Right-of Way
Contact Public Service 483-4455.

_____3. **PLOT PLAN/SITE PLAN** shall be provided for all construction projects.

_____4. **TWO SETS OF CONSTRUCTION DRAWINGS.** Include foundation plan, elevations and sections. All new ground pole signs shall be sealed by an engineer or when increasing the size of a sign on a ground pole.

_____5. **PROOF OF OWNERSHIP:** Recorded Deed. Contact the Ingham County Register of Deeds at 676-7287.

_____6. **PROPERTY CODE/TAX IDENTIFICATION NUMBER** for all subject parcels.

_____7. **CITY OF LANSING SIGN ERECTORS REGISTRATION.** A copy of which shall be submitted with this application. Contact the City Clerk's office for more information at 483-4131.

Yes-No Is the proposed building and/or structure within 500 feet of a body of water? Will the excavated area include an acre or more? If yes, a **Soil Erosion and Sedimentation Permit** shall be obtained from the Public Service Department. No site work shall begin until a valid permit has been issued.

Yes-No Is the subject parcel location in a **wetland** or **floodplain**? Where these conditions exist, a building permit shall not be issued without approval from the M-DEQ.

I understand it is the legal responsibility of the applicant to call for all required inspections as indicated on the plan review.

I understand Public Act 230, Section 10 requires that I obtain a building permit prior to starting construction.

Applicant Signature _____ Date_____