Sign Permit Checklist
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. ONE SET 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 676-7216.

___ 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________________