

Date received/initials

CHARTER TOWNSHIP OF CHESTERFIELD

Community Development

47275 Sugarbush, Chesterfield Township, MI 48047 Phone: (586) 949-0400

APPLICATION FOR SIGN REVIEW, BUILDING PERMIT & ELECTRICAL PERMIT

szelinske@chesterfieldtp.org or building@chesterfieldtp.org

Authority: P.A. 230 of 1972, as amended Completion: Mandatory to obtain permit Penalty: Permit will not be issued	Sign Review #	Permit #
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In order to avoid delay all forms must be completely filled out and plans must contain required information.

NOTE: Separate applications must be filled out for electrical permits.

PROJECT INFORMATION

Job Address		Business Name
Shopping Center Name	Zoning District	Parcel #

Detailed Description of Project	Estimated Cost of Construction
_____	\$

PERMANENT SIGN TYPE: One application per sign

DOES THIS SIGN HAVE LIGHTING – Yes No

- WALL SIGN
- FREESTANDING SIGN
- TENANT PANEL
- OUTDOOR ADVERTISING SIGNS
- AWNING/CANOPY SIGNS
- ELECTRONIC MESSAGE SIGNS
- DRIVEWAY SIGNS
- OTHER

Fees: (for office use only)	
Sign review fee:	
Permit fee:	
Bond:	
Electrical:	Total due:

REQUESTED DETAIL DIMENSIONS (LENGTH BY WIDTH)

PROPOSED SIGN AREA (SQ FT) _____	HEIGHT (FT) _____	BLDG LINEAL FT _____
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APPLICANT INFORMATION

Licensee(print)		Address, City, State, Zip	
Email		Phone Cell Carrier (for text messages)	
Driver License Number	Date of Birth	Sign Contractor/Sign Specialty License #'s	Exp date

Company Name(if applicable)

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the Charter Township of Chesterfield and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

SIGNATURE – the undersigned deposes that the foregoing statements and answers and accompanied information are true and correct

Signature of applicant	Print name of applicant	Date
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All sign applications shall be accompanied by a sign drawing and site plan illustrating the location of the sign on the plan. The following information shall be provided:

- 1) A scaled plan showing the location of the sign and all structures located within one hundred (100) feet of the sign, both on and off the site.
- 2) The location of the sign in relation to all existing and proposed streets, parking areas, and site entrances within one hundred (100) feet. (Including existing signs)
- 3) A scaled drawing of the proposed sign specifying the height of the sign above the ground, the surface area and material of the sign, the lettering as it will appear on the sign, method of illumination, and any other information as the Planning Director deems necessary to the understanding of the requested application.
- 4) If submitting color drawings, you must submit 2 copies. **NOTE: ALL INFORMATION ON THE FRONT OF THE APPLICATION MUST BE COMPLETED INCLUDING ZONING DISTRICT. IF ANY PART IS INCOMPLETE, APPLICATION WILL BE RETURNED TO SENDER.**
- 5) You must have a Sign Contractor/Sign Specialist or Electrical Contractor/Master to work on a UL listed signs. We need copies of these licenses along with the licensee's driver license.
- 6) Electrical application is required if the sign is lit.

FEES:

Sign reviews reviewed by the Planning Director:

New Sign - \$200.00 per sign (If one zoning lot includes more than 5 signs, then \$200.00 each for the first 5 signs, and \$175.00 each after the first 5 signs)

Resurface: \$50.00 per sign

Building & Electrical permits reviewed by the Building Administrator:

Wall sign - \$75.00 each

Pylon or Ground sign - \$75.00 + \$.50 per total square foot

Electrical permit - \$50.00 base fee + \$35.00 for each sign connection

Bond - \$100.00

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This form is only required for existing non-conforming signs

SIGN AFFIDAVIT FOR:

Address: _____

Name of Business: _____

I, _____ acknowledge that I understand that Chesterfield Township adopted a new Sign Ordinance September 22, 2020 which requires all existing signage to conform to the requirements of the adopted ordinance by March 30, 2027.

I also acknowledge that if I resurface and/or install new signage that DOES NOT conform to the new ordinance at this time, I am doing so with the understanding that the new signage or changes to existing signage shall conform by March 30, 2027 and any costs I incur at this time I do so willingly.

Name: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Signature of Owner _____

Subscribed and sworn before me on this _____ day of _____,

Notary Public, _____ County, Michigan _____

My Commission Expires: _____

Chesterfield Township Building Department

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building@chesterfieldtp.org

Authority: P.A. 230 of 1971, as amended
Completion: Mandatory to obtain permit
Penalty: Permit cannot be issued

Electrical Sign Permit Application

I. PROJECT LOCATION

PE _____

Street address and job location (street number and name)	Has a building permit been obtained for this project? Yes No Not Required
Name of Owner/Agent	Phone #

II. APPLICATION INFORMATION (Contractors must complete shaded & unshaded section) **PLEASE PRINT**

Contractor	Company Name	Phone Cell Carrier (for text messages)	
Address	City	State	Zip Code
Driver License #	Date of Birth	Email Address	
Licensee Name	Sign Contractor License #	Sign Specialist License #	Expiration Date
Federal Employer ID # (or reason for exemption)	Workers Comp. Insur. Carrier (or reason for exemption)	MESC Employer # (or reason for exemption)	

III. PROJECT DESCRIPTION

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IV. PLAN REVIEW REQUIREMENTS

Plans and specifications must be submitted when the wiring or alteration to an electrical system is over 400 amps and the building is in excess of 3,500 square feet in area; or the project is of unusual design. Such plans shall be prepared or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.	
Indicate the rating of the service or feeder in ampere	Indicate the size of the building in square feet
Indicate if plans are being submitted along with this application Yes No Not Required Submitted with building permit application	Note: Required plans shall be submitted prior to the issuance of a permit

V. APPLICANT SIGNATURE

I hereby certify that the proposed work is authorized by the owner of record and that I have authorization from the owner to make this application as his/her authorized agent, and we agree to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the Charter Township of Chesterfield and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.	
Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.	
Signature of Licensee	Date

VI. AFFIDAVIT

All work shall be installed in accordance with the Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume responsibility to arrange for necessary inspections.

COMPLETE THE REMAINING SECTIONS ON BACK SIDE OF APPLICATION

**CHESTERFIELD TOWNSHIP BUILDING DEPARTMENT
ELECTRIC PERMIT APPLICATION
(Continued)**

VII. PROJECT FEE ITEMS – Enter the quantity of items being installed, repaired or altered below.

DESCRIPTION	FEE	#	TOTAL
Base Application Fee	\$50.00	1	\$50.00
Services, service changes, subpanels			
-Up to 200 Amp	\$15.00		
-Over 200 Amp – 400 Amp	\$20.00		
-Over 400 Amp – 600 Amp	\$25.00		
-Over 600 Amp – 800 Amp	\$30.00		
-Over 800 Amp – 1000 Amp	\$40.00		
-Over 1000 Amp	\$50.00		
Circuits			
-first new/extended	\$10.00		
-each additional	\$5.00		
Lighting fixtures			
-first 25	\$10.00		
-each additional 25	\$5.00		
Range, water heater, disposal, dryer, sump pump etc.			
-first	\$10.00		
-each additional	\$5.00		
Swim pool (2 insp max-includes trench)	\$40.00		
Hot tub	\$40.00		
Feeders-bus duct-etc			
-first 100'	\$15.00		
-each additional 100'	\$10.00		
Furnace-Electric heater	\$10.00		
Smoke detectors			
-first	\$5.00		
-each additional	\$4.00		

DESCRIPTION	FEE	#	TOTAL
Air cond - HVAC Res/Com**	\$35.00		
Sign (circuit only)	\$20.00		
Sign connection	\$35.00		
Fire alarms			
-First 10 Devices	\$50.00		
-11 to 20 Devices	\$100.00		
-each device over 20	\$5.00		
Motors-Transformers (KVA)			
- ¼ to 10 hp (KVA)	\$12.00		
-11-30 hp (KVA)	\$15.00		
-31-50hp (KVA)	\$25.00		
-51hp and over (KVA)	\$35.00		
Special inspections			
-Service/temp service insp	\$50.00		
-Generator**	\$35.00		
-Trench/underground	\$50.00		
-Festival/carnival/event/etc	\$40.00		
-Christmas tree lot	\$30.00		
-Mobile home connection	\$40.00		
-Bonding insp (comm, indust)	\$50.00		
-Final inspection	\$50.00		
-Additional rough inspection	\$50.00		
-Repairs	\$35.00		
-Re-inspection fee	\$50.00		
Registration fee	\$20.00		

Make Check Payable to “Chesterfield Township”

**** See location restrictions for placement of Air conditioners and Generators**

TOTAL FEES	
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VIII. NOTICE TO APPLICANT

GENERAL: Electrical work shall not be undertaken until an electrical permit is issued. All installations shall be in conformance with the Electrical Code. **No work shall be concealed until it has been inspected and approved.**

EXPIRATION OF PERMIT: A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A permit will be cancelled when no inspections are requested and conducted within six months of the date of issuance of the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.**

Work started prior to obtaining a permit is subject to **ADMINISTRATIVE FEES**