

**Sign Building Permit Application
Ash Township
1677 Ready Road
P.O. Box 387, Carleton, Mi 48117
(734) 654-2044**

Applicant to Complete All Items in Sections I, II, III, IV, V and VI

Note: Separate Applications Must be completed for Plumbing, Mechanical and Electrical Work Permits

I. Project Information			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	PARCEL #
DIRECTIONS TO PROPERTY			
II. Identification			
A. Owner			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
<p>HOMEOWNERS AFFIDAVIT: I hereby certify that the work described on this permit application shall be installed by myself in my home in which I am living or about to occupy. All work shall be installed in accordance with the state code and shall not be enclosed, covered up or put into use until it has been inspected and approved by the inspector and assume responsibility to arrange for necessary inspections.</p> <p>I thereby assume the responsibility of complying with the appropriate codes and circumstances, and assume responsibility for obtaining approval of installation and calling for inspections. I understand that it is necessary to obtain a final approval before occupying or using this installation. A Certificate of Occupancy or Temporary Certificate of Occupancy must be applied for on the appropriate forms.</p> <p>Be advised that the owner/applicant is responsible to inform any sub-contractors if the fees have been pre-paid. Further, NO REFUNDS will be issued on any duplicate permits.</p> <p><i>SIGNATURE OF OWNER</i> _____</p>			
B. Contractor			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
BUILDERS LICENSE NUMBER		EXPIRATION DATE	CELL PHONE NUMBER
NAME OF LICENSEE		FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION	
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION		WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION	
<p>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 State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</p>			
<div style="border: 3px double black; padding: 10px; background-color: yellow;"> <p>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 subjected to civil fines.</p> </div>			
<p><i>Signature of Applicant</i></p>			

III. Type of Sign					
A. Type					
NEW SIGN	ALTERATION	PERMANENT	TEMPORARY	OTHER	
B. Description of Improvement					
Describe below the improvement being installed					
IV. Proposed Use of Sign					
A. Residential					
AWNING	BUSINESS	CONSTRUCTION	GARAGE SALE / ESTATE SALE	MONUMENT	POLITICAL
PORTABLE	REAL ESTATE	ROOF	SEASONAL	WALL	OTHER
V. Selected Characteristics of Sign					
A. Principal Type of Structure					
GROUND POLE	WALL	MONUMENT	OTHER		
ROOF	WALL	GROUND	MAILBOX	PROJECTION	
LIGHTED	ILLUMINATED				
VI. Property Information					
PARCEL NUMBER					
PROPERTY ZONED					
LOT SIZE (DIMENSIONS)					
VII. Local Governmental Agency to Complete This Section					
ENVIRONMENTAL CONTROL APPROVALS					
	REQUIRED?		APPROVED/NOT APPROVED	DATE	BY
A - ZONING	YES	NO			
D - VARIANCE GRANTED	YES	NO			
E - OTHER	YES	NO			

VIII. Permit Fee Schedule

- All permits require a \$50.00 non-refundable Application Fee.
- There is a \$35.00 annual Contractor Registration
 - Required paperwork for registration
 - Copy of current Contractor/Master license
 - Copy of Drivers license for contractor/applicant
 - Copy of Insurance
- There will be a **DOUBLE PERMIT FEE** assessed for all requested inspections prior to obtaining appropriate permits, and/or work done without the benefit of required permits.
- An inspection outside of normal business hours (minimum charge of two hours) is \$50.00 per hour.
- Inspections for which no fee is specifically indicated (minimum charge of one hour) is \$50.00 per hour
- When an outside consultant is used for plan checking and inspections extra fees may apply.
- Ash Township Building Department accepts the following methods of payment: Cash, Check, or Money Order.

ONLY THE PERMIT APPLICANT MAY REQUEST INSPECTIONS

**IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO MAKE
ARRANGEMENTS FOR INSPECTIONS**

ASH TOWNSHIP ENFORCES THE MICHIGAN RESIDENTIAL BUILDING CODE 2012

SIZE TABLE

1 – 50 Square feet	\$100.00
50 – 100 Square feet	\$150.00
100 – 150 Square feet	\$200.00
150 – 200 Square feet.....	\$250.00

APPLICATION FEE:	OTHER:
REGISTRATION FEE:	PERMIT FEE TOTAL:
BASE FEE:	
APPROVED:	DENIED:
DATE	DATE

IX. Expiration of Permit

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. 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 MONTH OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**