



Norton Shores Building Division
 4814 Henry Street, Norton Shores, Michigan 49441
 Telephone: (231)799-6801

CHECKLIST FOR SIGN PERMIT
ITEMS REQUIRED ON ALL DRAWINGS PRIOR TO PLAN REVIEW

PLEASE CONTACT THE ZONING DIVISION AT 231-799-6800 REGARDING SIGN ORDINANCES & SIZE RESTRICTIONS

TO EXPEDITE THE REVIEW PROCESS, PLEASE INCLUDE THE FOLLOWING ITEMS WITH YOUR DRAWINGS:

- _____ FOR THE INSTALLATION OF WALL SIGNAGE, THE SUBMISSION MUST INCLUDE A DIMENSIONED RENDERING OF THE PROPOSED SIGN AS WELL AS THE DIMENSIONS OF THE FAÇADE OF THE STRUCTURE THAT THE PROPOSED SIGN IS TO BE INSTALLED ON. THE SUBMISSION SHOULD ALSO INDICATE IF THE NEW SIGNAGE IS TO REPLACE EXISTING SIGNAGE.
- _____ FOR THE INSTALLATION OF FREESTANDING SIGNS, THE SUBMISSION MUST INCLUDE A DIMENSIONED RENDERING OF THE SIGN, INCLUDING THE OVERALL PROPOSED HEIGHT. ADDITIONALLY, A SITE PLAN MUST ACCOMPANY THE SUBMISSION SHOWING THE PROPOSED LOCATION OF THE SIGN AS IT RELATES TO PROPERTY AND RIGHT-OF-WAY LINES. IF THE SIGNAGE IS TO INCLUDE AN ELECTRONIC MESSAGE BOARD DISPLAY, THIS SHOULD BE CLEARLY MARKED AND DIMENSIONED ON THE DRAWINGS. THE SUBMISSION SHOULD ALSO INDICATE IF THE NEW SIGNAGE IS TO REPLACE EXISTING SIGNAGE.
- _____ SIGNS CAN BE NO MORE THAN 20% OF THE WALL PER EACH SIDE OF THE BUILDING AND MUST FACE A PUBLIC RIGHT-OF-WAY
- _____ GROUND SIGNS/FREE STANDING - FOUNDATION DETAILS/MEASUREMENTS AND WIND LOADS
- _____ WALL SIGNS - ATTACHMENT DETAILS, INCLUDING: TYPE OF EXTERIOR WALL, TYPE OF ANCHOR & SIZE OF ANCHOR (DIAMETER AND LENGTH)
- _____ SIGNED AND COMPLETED BUILDING PERMIT APPLICATION
- _____ SIGNED AND COMPLETED ELECTRICAL PERMIT APPLICATION, IF APPLICABLE

PLEASE REFER TO OUR CODE OF ORDINANCES FOR SIGN REGULATIONS:

https://library.municode.com/mi/norton_shores/codes/code_of_ordinances?nodeId=COORNOSHMI_CH48ZO_ARTXISI

CODE OF ORDINANCES CHAPTER 48 ZONING, ARTICLE XI – SIGNS

CODE OF ORDINANCES CHAPTER 48 ZONING, ARTICLE XI – SIGNS, *SECTION 48-1296 (20) ELECTRONIC MESSAGE BOARD*

SIGN