



**ADDITIONAL SIGN INFORMATION**

Please provide additional information below in the space provided based on the type of sign(s) requested. (See Article 7 of the Charter Township of Kalamazoo Zoning Ordinance for specific requirements and definitions regarding signs.)

**PERMANENT FREESTANDING SIGN(S)**

Type:  *Ground / Pole*  *Institution*  *Subdivision / Development Sign*  
 *Face Change Only*

Number: \_\_\_\_\_ Sign Face Area: \_\_\_\_\_ Height Above Grade: \_\_\_\_\_

Illumination:  *Internal*  *External* Setback from Right of Way: \_\_\_\_\_

Type & Depth of Footings: \_\_\_\_\_

**PERMANENT WALL & WINDOW SIGN(S)**

Purpose:  *Building ID*  *Tenant ID*  *Replacement Face*

Sign Face Area: \_\_\_\_\_ Height Above Grade: \_\_\_\_\_ Linear Feet of Wall: \_\_\_\_\_

Total Square Footage of Signage at Site: \_\_\_\_\_ Window Area (for window signs): \_\_\_\_\_

Illumination:  *Internal*  *External*

**TEMPORARY SIGN / COMMUNITY EVENT POSTER SIGN**

Event Description: \_\_\_\_\_

Type of Sign:  *Banner*  *Flag*  *Portable*  *Other:* \_\_\_\_\_

Sign Area: \_\_\_\_\_ Height Above Grade: \_\_\_\_\_ Setback from Right of Way: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Days Already Used this Year: \_\_\_\_\_

*(Period of use for off-premises temporary signs shall not exceed 90 days in any calendar year)*

*(Balloons, inflatables, searchlights shall not exceed 4 days in one week nor 4 times per year)*

*(Banners & feather banners not more than 2 weeks nor more than 4 times per year)*

**Building Permit Reminders**

1. A building permit may be required for new signs from the Kalamazoo Area Building Authority (KABA), particularly ground / pylon signs with new footings. Contact KABA – (269) 743-4566 – with any questions.
2. An electrical permit and inspection is required from KABA for illuminated signs. Contact KABA with questions or to schedule an inspection.