

**CITY OF PORTAGE
SIGN PERMIT ADDENDUM**

PERMIT # _____

Application is hereby made for a permit to erect/rebuild or alter a sign in conformity with the Ordinances of the City of Portage, upon the property designated below in the manner described herein:

Owner Name: _____

Address of Proposed Sign: _____

Contact Phone # _____

Contractor Installing Sign: _____

Contractor Address: _____

Contact Phone # _____

Zoning of Property: _____

A SKETCH illustrating the size, shape and message of every proposed sign **MUST accompany this addendum. A site plan drawing showing the positioning of the sign with respect to the highway, height above grade, setbacks, buildings, and/or respect to other signs on the premise **MUST** accompany this application. Current photos of building site are encouraged.**

Type of Sign: Wall Sign Free Standing/Ground Sign Projecting Sign Window

Number of Signs Proposed:
Wall Sign _____ Free Standing/Ground Sign _____ Projecting Sign _____ Window _____

Signs Other _____
(see descriptions in the attached ordinance)

Dimensions: (H) x _____ (W) _____ Total Square Feet: _____ (wall sign depth) _____

Single Faced Double Faced

Type of Lighting: _____

Value of Sign: \$ _____

CERTIFICATE OF APPLICANT: I hereby certify that the above application is a true and correct statement of the work to be done; that any changes shall be submitted for approval and that the sign shall conform to all City of Portage Ordinances and State Codes where such may apply.

Owner/Agent _____ Date _____

OFFICE USE ONLY

Compliant Non-Compliant

Fee Received: \$ _____

Building Inspector _____

Date _____

Zoning Administrator _____

Date _____

This permit expires in one year from the date of issuance if the sign is not constructed. Construction of the sign must be completed within 60 days of commencement on construction.