



8555 Kalamazoo Avenue SE  
Caledonia MI 49316  
Phone: 616 698-6640 Fax: 616 698-2490  
[www.gainestownship.org](http://www.gainestownship.org)

### Sign Requirements

1. All signs require review from the Planning and Zoning Department. Complete the Application for Zoning Approval which can be found at [www.gainestownship.org](http://www.gainestownship.org), Forms and Applications, Planning & Zoning Department.
2. Gaines Charter Township uses the Building Permit Application for signs. This application can be found at [www.gainestownship.org](http://www.gainestownship.org), Forms and Applications, Building Department. The fee for the permit is as follows:
  - a. \$50 Administration Fee – *Please note, this fee **does not** include an inspection.*
  - b. \$40 Inspection Fee – Each sign
3. An Electrical Permit is required if the sign will be lit. This application can be found at [www.gainestownship.org](http://www.gainestownship.org), Forms and Applications, Building Department. The fee for the Electric Permit is as follows:
  - a. \$40 Administration Fee – *the fee does not include an inspection.*
  - b. The section titled **Signs** (Items 13 – 18) on the second page of the application will be unique to each installation, at least one item in this section should be selected.
  - c. \$40 Inspection Fee – The Township has three levels of inspections – Service, Rough-In and Final. Select in this section what is necessary for the job.
4. Contractors are required to be licensed by the State of Michigan to work in Gaines Charter Township. There is not a charge for the Contractor's license to be registered. However, the Township requires a physical copy of the license.

If a circuit is installed for the sign, the Electrician must be licensed by the State of Michigan. If the Electrician is not registered, the Registration of Licenses form should be completed and the \$25 registration paid. This application can be found at [www.gainestownship.org](http://www.gainestownship.org), Forms and Applications, Building Department. Registrations expire annually on December 31.