APPLICATION FOR SIGN PERMIT

CITY OF FARMINGTON HILLS
BUILDING DIVISION
31555 ELEVEN MILE ROAD
FARMINGTON HILLS, MI 48336-1165
(248) 871-2450

PERMIT NUMBER: PS_____
(Office Use Only)

This is an application – NOT A PERMIT. **DO NOT INSTALL THE SIGN UNTIL THE APPLICATION HAS BEEN APPROVED AND THE PERMIT ISSUED**

OWNER OF SIGN: _____ ADDRESS: _____ PHONE: _____

OWNER OF PROPERTY: _____ ADDRESS: _____ PHONE: _____

SIGN ERECTOR: _____ ADDRESS: _____ PHONE: _____

LICENSE NUMBER: _____

JOB ADDRESS: _____ LOCATION ON BUILDING: _____(EX: FRONT SIDE / NORTH SIDE)

TYPE OF SIGN: FREE STANDING ☐ WALL ☐ SIGN TO READ: _____

MATERIAL IN FACE OF SIGN: METAL ☐ WOOD ☐ PLASTIC ☐ DOUBLE FACE ☐ ILLUMINATED ☐

ELECTRICIAN FOR SIGN: _____ ADDRESS: _____

REQUIREMENTS TO ACQUIRE A SIGN PERMIT

Submit a complete sign application form. Include the following information:

For all Signs: **Plot plan with the location of any existing freestanding sign(s) on the property. The height of the building(s) on the property. Indicate on the footprint of the building the location of all existing wall signs.**

For Freestanding Signs: **The setback and height of the proposed sign. Setbacks are measured from the proposed right-of-way to the leading edge of the sign.**
A sign sketch with the dimensions of the sign, including the height, the materials used and the footings or foundation.

For a Wall Sign: **All elevations of the building showing the dimensions (length and height) of all walls and the dimensions of all signs on each wall.**
The dimensions of the particular part of the façade (EX: for a storefront) on which the sign will be affixed.
A cross section of the sign & the method by which it is to be affixed to the building. Show the distance from the face of the building to the outer face of the sign. If this distance is not constant, show the top & bottom dimensions. Show the distance from the top of the building to the top of the sign.

FEE: $75 per sign upon application. Freestanding sign fee of $1.00 per square foot to be paid at application. $75 minimum.
FEE: $30 for posthole inspection, if applicable. ***FEE'S ARE NON REFUNDABLE FOR SIGNS & ELECTRICAL**

Approved: _____ I have permission from the owner of this property to erect this sign.

Date: _____ Signature of Sign Erector: _____

Zoned: _____ Address: _____ Phone: _____

Revised 1-12-12