

APPLICATION FOR SIGN PERMIT - SOUTHFIELD

26000 Evergreen Rd, Southfield, MI 48076

248-796-4117 Fax 248-796-4105

Sign Permit Number _____

Associated Electrical Permit _____

Date of application _____

Date Issued _____

Sidwell # _____

Owner of Sign _____ Address _____ Phone # _____

City, State, Zip Code

Owner of Property _____ Address _____ Phone # _____

City, State, Zip Code

Sign Erector _____ Address _____ Phone # _____

City, State, Zip Code

City Registration # _____

LOCATION: Sign Address _____

Message _____

Street between _____ Street and _____ Street

TYPE OF SIGN:

- Temporary
- Banner
- Permanent Auxiliary (Menu Board)
- Perm Awning, Canopy

- Permanent Garden Ground
- Permanent Ground Support
- Permanent Wall
- Other _____

SIZE OF SIGN: Horizontal _____ Vertical _____ Square Footage _____ Thickness _____ Setback _____ Height from Final Grade _____

MATERIAL IN FACE OF SIGN: Metal Wood Plastic Double Faced Illuminated Non-Illuminated

- ° All illuminated signs require an electrical Permit. Sign Contractors are responsible for sign connection.
- ° All canopy and awning signage require a separate Building Permit.
- ° Attach a site plan and sign sketch to the Sign Permit Application.

SIGNATURE OF APPLICANT _____

SIDWELL # _____

SECTION # _____ ZONE DISTRICT _____

APPROVED _____

I certify the above information is correct

DATE _____

Subscribed & sworn to before me this

FEE _____

_____ day of _____ 20_____

APPLICATION FEE: \$40 (Due with Application)

ELECTRICAL CONNECTION _____

OTHER _____

Notary Public, County, Michigan

BOND AMOUNT _____ (Due with Application)

My Commission expires _____

REQUIREMENTS TO ACQUIRE A SIGN PERMIT

1. Applicant must be bonded. (This requires a thorough knowledge of City Sign Ordinance codes relating to sign erection. A \$5,000.00 bond is required).
2. Submit a completed application form in duplicate. (All attachments such as plans or prints must also be duplicates).
3. Pay a \$100.00 deposit plus a \$40 Application Fee. (If the sign is temporary, a \$150.00 bond and a right-to-enter permit must accompany the deposit and Application Fee).
4. Upon approval, the applicant pays a permit fee prescribed by City Council. A permit number is assigned and the permit is issued.
5. The bond is refunded after final inspection.