



Building Department
 6000 Middlebelt Road, Garden City MI 48135
 734.793.1650 Fax 734.793.1651
 24 hour inspection line 734.793.1656

For Department Use Only	Permit # _____
Permit Fee _____	Plan Review _____
ICC Review _____	Bond _____

Sign Permit Application

DATE _____ JOB ADDRESS _____
 PARCEL NO.: _____ NEAREST CROSS STREETS _____

1. Property Owner's Information

Name _____ Address _____
 City _____ MI, Zip Code _____ Phone _____

2. Business Owner's Information

Name _____ Address _____
 City _____ MI, Zip Code _____ Phone _____

3. Contractor Information

Name _____ Address _____
 City _____ MI, Zip Code _____ Phone # _____
 Builder's License Number _____ Federal Employer ID/Exemption _____
 Worker's Compensation Insurance Carrier or reason for exemption _____
 MESC Employer Number or reason for exemptions _____
 Email _____
****Please provide e-mail address for expedited plan review results****

4. Proposed Project

Please note: All applications must provide the detailed submission requirements. Failure to provide all required information may result in a delay of the application review and/or denial of the application.

Type of Sign

<input type="checkbox"/> Directory	<input type="checkbox"/> Canopy/Awning	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	<input type="checkbox"/> Changeable Copy
<input type="checkbox"/> Flag	<input type="checkbox"/> Construction	<input type="checkbox"/> Monument	<input type="checkbox"/> Projecting	<input type="checkbox"/> Event
<input type="checkbox"/> Gasoline Sale	<input type="checkbox"/> Portable	<input type="checkbox"/> Pole	<input type="checkbox"/> LED Message	<input type="checkbox"/> Banner

Property Zoned: _____ Linear feet of Building Frontage: _____

Size: Horizontal Measurements: _____ Vertical: _____ Area: _____ Sq. Ft.

Height from grade to top of sign: _____ Setback from property line: _____

Type of lighting*: _____

***If sign has lighting, an electrical permit will need to be pulled in addition to and prior to sign permit issuance.**

Estimated cost by applicant: _____

Temporary Signs (Start and end date): _____

ALL EXISTING SIGNAGE ON SITE:

Type of Signs: _____

Location _____

Size: _____

5. Fees

New Sign Construction <ul style="list-style-type: none"> ▪ Administration Fee - \$45.00 (all permits/non-refundable) ▪ Building Plan Review - \$45.00 (all permits/non-refundable) ▪ Zoning Plan Review Fee - \$45.00 (all permits/non-refundable) ▪ Monument or Pole Sign Permit Fee - \$165.00 ▪ Wall Sign Permit Fee - \$125.00 	Face Change Only <ul style="list-style-type: none"> ▪ Administration Fee - \$45.00 (all permits/non-refundable) ▪ Zoning Plan Review Fee - \$45.00 (all permits/non-refundable) ▪ Monument or Pole Sign Permit Fee - \$105.00 ▪ Wall Permit Sign Fee - \$105.00 Temporary Sign Fee - \$35.00 per sign/per application
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***Please note: Plan review and administration fees are applicable to each application. All refunds subject to 25% service fee**

Please see following page for detailed instructions

PERMIT IS GOOD FOR 6 MONTHS.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the City of Garden City and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Applicant's Signature Contractor Tenant _____ Date _____

Owner's Signature _____ Date _____

STATE OF _____

COUNTY OF _____

In _____, on the _____ day of _____, 20_____, before me, a Notary Public in and for the above state and county, personally appeared _____, known to me or proved to be the person named in and who executed the foregoing instrument, and being first duly sworn, such person acknowledged that he or she executed said instrument for the purposes therein contained as his or her free and voluntary act and deed.

NOTARY PUBLIC
My Commission Expires: _____

Do not write below this line

Per all City Codes and Ordinances; the adopted Michigan Residential Code, and the adopted Michigan Building Code.

Zoning Review Approved by _____ Date _____

Building Review Approved by _____ Date _____

Revised 7/2015

Submission and Inspection Requirements

Submissions

***Please note that all submissions shall require three (3) site drawings including the following:**

1. A plot plan that is drawn to scale and includes:

- Type of sign(s) (wall, monument, pole, temporary etc.), building materials, and color(s)
- Location of all structures, improvements and easements
- Linear feet of building frontage or tenant frontage if business is part of a larger center
- Size of sign(s) – including horizontal and vertical measurements and total area in square feet
- Height from the grade to top of sign(s)
- Setback from property line
- Type of lighting (note that an electrical permit is required for lighted signs)
- Estimated cost by the applicant
- Information regarding all existing signage on site – type, location, and size
- For temporary signs only
 - Start and end dates for display of sign(s)

2. License and Insurance. Proof of appropriate licenses and liability insurance policy that indemnifies the city, and its prior, present and future officials, representatives and employees from all damage suits or actions of every nature brought or claimed against the erector per Section 154.608 of the Zoning Ordinance. The policy shall contain a clause whereby it cannot be canceled or changed until after written notice has been filed with the City Clerk at least 30 days prior to the date of cancellation.

3. Professional Seal. Any plan for the construction of a new sign (wall, ground, pole) shall be sealed by the professional architect or engineer responsible for its preparation. A copy of the street sheets and calculations showing the structure is designed in accordance with applicable dead load and wind pressure standards must be provided.

Inspections

***Please pay close attention to the required inspections your proposed sign requires. Note: ALL signs require a ground inspection to be scheduled at time of permit issuance. NO permit will be issued without this inspection scheduled first!**

New Sign Construction

➤ Monument/Pole Signs

- 1) Ground inspection – to verify sign dimensions and appearance (and UL listing for sign with lighting*)
- 2) Footing Inspection
- 3) Final inspection

➤ Wall Signs

- 1) Ground inspection – to verify sign dimensions and appearance (and UL listing for sign with lighting*)
- 2) Final inspection

***Should be scheduled in conjunction with electrical permit**

Face Change Only Signs

➤ Monument/Pole Signs

- 1) Final inspection

➤ Wall Signs

- 1) Final inspection