

Date Applied: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_  
 Plan Reviewer: \_\_\_\_\_  
 Dept. Approval: \_\_\_\_\_

**Sign Permit Application**  
 BUILDING DEPARTMENT  
 CHARTER TOWNSHIP OF CLINTON  
 40700 Romeo Plank Rd.  
 Clinton Township, MI 48038  
 24 Hr. Insp. Line: (586)286-9320  
 Direct Line: (586)286-9323  
 Fax No.: (586)286-9484  
 BuildingPermits@clintontownship.com  
 Office Hours: 8:30 a.m. – 4:30 p.m.  
 MONDAY THROUGH FRIDAY

**BUILDING PERMIT**

Permit No. \_\_\_\_\_  
 Permit Fee \_\_\_\_\_  
 Bond \_\_\_\_\_  
 Receipt No. \_\_\_\_\_

Authority: Ord. 1488  
 Completion: Mandatory to obtain Permit  
 Penalty: Permit will not be issued

**I. SIGN LOCATION**

Street Address	Business Name	
Name of Owner of Property	Phone Number	Subdivision/Complex

**II. APPLICANT INFORMATION**

Indicate who the applicant is <input type="checkbox"/> Contractor <input type="checkbox"/> Property owner <b>****Must provide copy of licenses****</b>	Name	Phone Number
Address(Street and Number)		EMAIL ADDRESS
City	State	Zip Code

**III. PROJECT DATA**

Zoning District	Width of Sign		Height of Sign		Square feet of Signage	Est. Cost of Const.
	FT.	IN.	FT.	IN.	Sq.Ft.	\$
<b>Type of Sign - <i>STREAMERS, PENNANTS, INFLATABLES, WIND-BLOWN DEVICES, FLASHING OR MOVING SIGNS ARE NOT ALLOWED</i></b>						
<input type="checkbox"/> Pylon/Billboard	<input type="checkbox"/> Awning (Signage only)*		<input type="checkbox"/> Real Estate development (\$500 Bond)			
<input type="checkbox"/> Lawn/Monument	<input type="checkbox"/> EMC**/Changeable copy		<input type="checkbox"/> Temporary Sign (max. 2 wks per year@\$50/wk) (\$200 Bond)			
<input type="checkbox"/> Wall/Mansard/Blade	<input type="checkbox"/> Illuminated Directional**		List dates for temp sign: _____			
<b>Is this a "face change" of an existing sign?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO						
<b>Illumination</b> <input type="checkbox"/> Illuminated** <input type="checkbox"/> Non-Illuminated	<b>Foundations</b> <b>Will the sign require a newly installed foundation?(If yes, an inspection fee of \$50 will be added and <u>plans must be prepared by design professional</u>)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO				<b>Notes</b> * A separate building permit application is required for awning installation with plans prepared by design professional ** A separate application for electrical permit is required	

**IV. Applicant Signature**

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 Charter Township of Clinton. All information submitted on this application is accurate to the best of my knowledge.

Signature of Licensee or Homeowner	Print Name	Date
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**V. Plan Review Comments or Conditions of Permit (Department Use Only)**

## Sign Permit Rules and Guidelines for Submittal

When submitting an application for a sign permit you must provide the following:

- Completed application form
- 2 copies of the property plot plan or **SCALED** drawing showing the proposed location of your sign, adjoining roads, width of building or tenant space and any easements
- For new foundations or when increasing the size of a sign on an existing foundation, foundation plans shall be signed and sealed by a design professional (this can be waived by the building official for smaller post panel signage)
- A copy of the applicant's Contractor's License and Driver's License (Signature of applicant must be the licensee)

Fees:

- Permanent Sign Permit Fee-\$100
- Sign Foundation inspection-\$50
- Temp Signs Fee-\$50 per week (2 week maximum per calendar year)
- Bonds:
  - Permanent Signs-\$50
  - Real Estate Development Signs-\$500
  - Temporary Signs-\$200 (Loss of bond will occur if sign is not removed within 2 days of expiration)

Important Information:

- No work shall proceed until a sign permit is issued
- Applicant is responsible for installing the sign in accordance with the approved location (If you do not know where the property lines are, it is advised you contact a licensed surveyor)
- Signs must be located a minimum of 15' away from any ingress or egress and 3' from any property line
- **NO SIGN IS EVER PERMITTED IN THE ROAD RIGHT OF WAY** (Typically the area between the sidewalk or telephone poles and the street)
- A separate building permit is required for awning installation (this application is for the signage on the awning)
- Signs must be designed to comply with a 115mph wind load per Michigan Building Code
- Illuminated signs must be UL designed or will require an inspection prior to installation (This will result in an additional inspection on the electrical permit application)

*For more specific information on sign regulation refer to the Building Department website. Search the code of ordinances section 1488.*