

**CITY OF EASTPOINTE
BUILDING DEPARTMENT
APPLICATION FOR SIGN PERMIT**

23200 Gratiot, Eastpointe, MI 48021 - Building Department -- 586-445-5010

**A SIGN PERMIT WILL NOT BE ISSUED UNLESS IT MEETS THE CURRENT ORDINANCE
Do not proceed with the fabrication of your sign until you receive the permit.**

LOCATION ADDRESS: _____ DATE: _____

Name of Business _____ Current Business License _____
(Verify with City Clerk's Office)

CONTRACTORS NAME _____ PHONE _____

CONTRACTOR'S ADDRESS _____ ZONING: _____

State License # _____ Expiration Date _____ License Held _____

Property Owner's Name: _____

Property Owner's Address _____

NEW SIGN _____ SIGN FACE REPLACEMENT/SIGN REPAIR _____ COST _____

Type of sign

Size and Specifications must be submitted on a separate attachment

Ground/Monument Sign _____ Wall Sign _____ Sidewalk Board Sign _____ Temporary Sign _____

Awning/Canopy: (see section 1464.23 and .24) Aluminum _____ Steel _____ Canvas _____ Wood _____

Electric: Is sign illuminated? _____ Electric permit required if sign is illuminated. U.L. Label information required on electric permit for sign connection.

Building Department reserves the right to require signed and sealed drawings

I, the undersigned, hereby certify that the foregoing information is correct to the best of my knowledge:

Signature of Applicant

Print Name

Electrical Sign Installer

Required State License(s): Any person engaged in the business of a sign specialty contractor who is not in a local licensing jurisdiction should be licensed with the State Electrical Administration Board. Contact Department of Labor & Economic Growth, Bureau of Construction Codes, Electrical Division at (517) 241-9320.

Required Documents

Wall sign

- Submit a layout of the front elevation of the building including all dimensions of the building.
- Show the size of the sign, the size of the lettering, and the location on the building.
- Show the placement and size of the proposed wall sign.
- Show existing signs and indicate if they are to remain.

Ground or monument sign and sidewalk board sign

- Require a site plan showing the location of the property lines, the building and the proposed location of the sign.
- Drawing showing the size of the sign, the size of the lettering.

Temporary sign

- Requires details regarding size, location, length of time, etc.
- Drawing showing the size of the sign, the size of the lettering, the location on the building;

Signs on Awnings and Canopies:

- Provide size of canopy or awning, indicate if new or existing
- Provide size of lettering and location on awning

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Building Department approval:

Remarks _____

Approved by _____ Date _____

Zoning district _____ Electric Connection _____ Non-conforming _____

Business License _____ Changeable copy _____ Height restriction _____

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