



**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: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ SIDWELL: \_\_\_\_\_

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.
- For a Wall Sign:**
  - A sign sketch with the dimensions of the sign, including the height, the materials used and the footings or foundation.
  - 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/foundation 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: \_\_\_\_\_ Print: \_\_\_\_\_  
Zoned: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_