

P5 - SIGN PERMIT

**APPLICATION FOR PERMIT
for
ERECTION OF SIGNS AND POSTER BOARDS**

CITY OF DETROIT

BUILDING, SAFETY ENGINEERING, AND ENVIRONMENTAL DEPARTMENT

Room 434 (fourth floor)
CAYMC – 2 Woodward Ave.
Phone: (313) 24-2372

NOTE:

Licenses are required for persons, firms or corporations engaged in the business of erecting signs and poster boards.

Application must be **TYPEWRITTEN** or **PRINTED IN INK**.

Sketch of sign and wording is to be shown on last sheet of application.

Separate plans are required for marquee signs showing complete details of attachment to building.

Special permits must be obtained from the Department of Public Works to temporarily occupy public property for the purpose of erecting sign structures.

This application can also be completed online. Visit detroitmi.gov/bseed/elaps for more information.



Application is hereby made for the erection of a sign as specified herein:

Owner of Sign: _____ Phone: _____ SSN: _____
Address: _____ City: _____ State: _____ Zip: _____
Erector: _____
License NO. _____ Fed. ID or SSN: _____
Location: _____ (North, South, East, West) _____ (Number) _____ Street
Between: _____ Street and _____ Street
Lot No. _____ Subdivision: _____

PROJECTING SIGN Ground Projecting Roof Projecting No. of Signs _____

To be attached to _____
If building, state whether frame or masonry and number of stories. If pole, give size and material.

How many signs are already attached to building on the same floor you want to add a sign? _____

Distance between new and present signs _____ Distance between sign and side lot line _____

Sign will project beyond property line _____ ft. _____ inches

SIZE: Horizontal _____ Vertical _____ Thickness _____ Area _____ sq. ft. Wt. _____ lbs.
Maximum Maximum

Is this a swinging sign? _____ Inner edge will be _____ inches from building or pole
Yes or No

Lower edge will be _____ ft. above _____ Sidewalk Alley Private Property

Of what material is sign constructed? Face: _____ Frame: _____ Thickness: _____
Size _____

Trade name of plastic: _____ Area of plastic: _____ sq. ft.

Sign will be secured by _____ top lifts of _____ Size _____
How Many Chain, Cable, or Steel

Sign will be guyed on each side by _____ guys of _____ Size _____
How Many Chain, Cable, or Steel

NOTE: Attach sketch showing construction. In case a gin pole or roof structure is used show sizes and lengths of structural members and anchorage. In case of pole signs show size and anchorage of pole, also position of pole on lot.

GROUND SIGN No. of Signs _____

Of what material is sign constructed? Face: _____ Frame: _____

Trade name of plastic: _____ Area of plastic: _____ sq. ft.

Of what material are the supports constructed _____ Size & No.

Uprights _____ Back Braces _____

SIZE: Horizontal Measurement _____ Vertical Measurement _____ Area _____ sq. ft.
Maximum Maximum

Top of signs will be _____ ft. above ground

Lower edge will be _____ ft. above ground

NOTE: Attach sketch showing construction.

TEMPORARY SIGNS OR DECORATIONS

Type _____ Spinners Pennants Banners Advertising Displays

Others: _____ Kind

Approved by Detroit City Council _____ for _____
Date No. Days



WALL SIGN No. of Signs _____

Of what material are the supports constructed? _____

Trade name of plastic: _____ Area of plastic: _____ sq. ft.

SIZE: Horizontal _____ Vertical _____ Thickness _____ Area _____ sq. ft. Wt. _____ lbs.
Maximum Maximum

If sign extends over public property, state height above sidewalk or property _____

How is it attached to the building _____

NOTE: Attach sketch showing construction.

ROOF **OPEN** **CLOSED** **MARQUEE SIGN** No. of Signs _____

Of what material is sign constructed? Face: _____ Frame: _____

Trade name of plastic: _____ Area of plastic: _____ sq. ft.

SIZE: Horizontal _____ Vertical _____ Area _____ sq. ft.
Maximum Maximum

Distance from lower edge to roof _____ ft. Distance from roof to top of sign _____ ft.

Distance from grade to top of sign _____ ft. Distance from lower edge to sidewalk _____ ft.

Length of the marquee at building wall _____

NOTE: Two sets of plans showing construction of roof and sign, or marquee and sign must accompany this application. Code regulations may require seal of registered engineer.

ANSWER ALL QUESTIONS LISTED BELOW

1. WORDING: _____

2. Is this sign a replacement? _____ If so, state size of old sign _____

3. Illuminated _____ Type of illumination _____ Flashing or Blinking _____
Yes or No Yes or No

4. "Electrical wiring must be inspected and approved before this permit is issued." Give number of department metal tag or U.L. sign label number.

Tag No. _____ U.L. No. _____

5. Licensed Electrical Contractor responsible for wiring sign(s)

Name: _____ Address: _____

(NOT TO BE FILLED IN BY APPLICANT)

ZONING EXAMINATION

District: _____ Size: _____ Map No. _____

REMARKS: _____

APPROVED BY: _____ Date: _____
Examiner

CODE EXAMINATION

Construction: _____ Supports: _____ Type of Sign: _____ Area: _____

REMARKS: _____

APPROVED BY: _____ Date: _____
Examiner

STREETS AND TRAFFIC

APPROVED BY: _____ Date: _____
Examiner



TO BE FILLED IN BY APPLICANT

LOT PLOT, ELEVATIONS AND CROSS SECTIONS

This plot must show the following: (a) Dimensions of lot; (b) All buildings existing on lot and all new building or additions to be erected, the location thereof including sizes; (c) Measurement of side, rear, and front yards; (d) Location of streets and alleys; (e) Location of sign.

Permit No. _____

