

# SIGN PERMIT APPLICATION

PLANNING DEPARTMENT  
500 W BIG BEAVER  
TROY MI 48084  
248.248.3359

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SIGN ORDINANCE ONLINE [Ctrl+click here](#)



## APPLY BY E-MAIL

E-mail completed application and supporting documents to Paul Evans at [evanspm@troymi.gov](mailto:evanspm@troymi.gov)

### SIGN PERMIT FEE IS DUE WHEN PERMIT IS READY TO ISSUE

SIZE	WALL SIGN PAINTED ON WALL	WALL SIGN STRUCTURALLY ATTACHED	GROUND SIGN
UNDER 100 SQ. FT.	\$ 75.00	\$ 100.00	\$ 125.00
100 TO 199 SQ. FT.	\$100.00	\$ 125.00	\$ 150.00
200 TO 300 SQ. FT.	\$ 100.00	\$150.00	\$ 175.00
SPECIAL EVENT	WALL OR GROUND	\$30.00	

PROPERTY ADDRESS: \_\_\_\_\_

#### APPLICANT INFORMATION:

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

TYPE OF SIGN:            GROUND                            WALL                            SPECIAL EVENT

SPECIAL EVENT SIGNS: What 7 day period will signs be up? \_\_\_\_\_

# SIGN PERMIT APPLICATION

ILLUMINATED SIGN?                      YES              NO

ELECTRICAL CONNECTIONS BY: \_\_\_\_\_

DOWNLOAD AN ELECTRICAL PERMIT APPLICATION [HERE](#).

ARE OTHER SIGNS ON THE PROPERTY?      YES              NO      IF YES, DESCRIBE TYPE AND SIZE BELOW:

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**The undersigned hereby declare(s) under penalty of perjury that the contents of this application are true to the best of my knowledge, information and belief.**

**The applicant accepts all responsibility for all of the measurements and dimensions contained within this application, attachments and/or plans, and the applicant releases the City of Troy and its employees, officers, and consultants from any responsibility or liability with respect thereto.**

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

# SIGN PERMIT APPLICATION SUBMITTAL CHECKLIST

## WALL SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SIGN CONSTRUCTION DRAWINGS SHOWING DIMENSIONS, CONSTRUCTION METHOD AND MATERIALS, PROJECTION FROM THE WALL AND METHOD OF ATTACHMENT TO THE WALL. AT THE DISCRETION OF THE DEPARTMENT, SEALED DRAWINGS OR INSPECTION CERTIFICATION REPORTS MAY BE REQUIRED.
- ELEVATION DRAWING SHOWING DIMENSIONS OF FRONT OF BUILDING OR TENANT AREA.
- ELECTRIFIED SIGNS: A NOTE ON THE PLANS INDICATING THE SIGN WILL BE UL OR EQUIVALENT LISTED. A SEPARATE ELECTRIC PERMIT IS REQUIRED.

## GROUND SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SITE PLAN OR AERIAL MAP SHOWING RIGHT OF WAY LINES. PUBLIC EASEMENTS AND SIGN LOCATION. LABEL THE DISTANCE FROM RIGHT OF WAY LINE TO LEADING EDGE OF SIGN.
- SIGN CONSTRUCTION DRAWINGS SHOWING DIMENSIONS, CONSTRUCTION METHOD AND MATERIALS, AND FOOTING DEPTH. AT THE DISCRETION OF THE DEPARTMENT, SEALED DRAWINGS OR INSPECTION CERTIFICATION REPORTS MAY BE REQUIRED.
- ELECTRIFIED SIGNS: A NOTE ON THE PLANS INDICATING THE SIGN WILL BE UL OR EQUIVALENT LISTED. A SEPARATE ELECTRIC PERMIT IS REQUIRED.

## ALL DIGITAL/EMC SIGNS

- PROVIDE DOCUMENTATION/CERTIFICATION THAT PROPOSED SIGN IS EQUIPPED WITH SENSOR OR OTHER AUTOMATIC DIMMING DEVICE.

## SPECIAL EVENT SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SITE PLAN OR AERIAL MAP SHOWING SITE LAYOUT, RIGHT OF WAY LINES AND SIGN LOCATION(S).
- INFORMATION OR LIST INDICATING NUMBER AND DIMENSIONS OF PROPOSED SIGNS, INCLUDING BANNERS, FLAGS, COLD AIR BALLOONS AND OTHER FORMS OF SIGNAGE.
- ELECTRIFIED SIGNS: A NOTE INDICATING THE SIGN WILL BE UL (OR EQUIVALENT) LISTED. A SEPARATE ELECTRIC PERMIT IS REQUIRED.