

OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • www.OakParkMI.gov

Sign Permit Application

Location: _____ Date: _____

Property owner: _____ Phone: _____

Name of business: _____

Business owner: _____ Phone: _____

Contractor: _____ Phone: _____

Contractor address: _____

Federal ID number: _____ Email: _____

Please return this application with three scaled drawings of the proposed sign(s), complete and legible. Each sign requires a separate application showing:

1. Sign location, measurements from all lot lines and buildings.
2. Colors of the finished sign, indicating size, shape, message, letter style and materials.
3. Building elevation sketches showing the position and size of each sign on the building and location and size of existing signs on the same structure.
4. Upright view of sign including footing, brackets, supports, building side or structure to which are attached, and relate facts and include all dimensions.

- Free standing signs must include a site plan sketch showing the height and location on the sign on the site, and verify compliance with all set back requirements. All free-standing signs shall have a footing inspection.
- Illuminated signs shall include details regarding the location, type of fixture, color of illumination, and method of shielding the lighting equipment to prevent glare. Illuminated signs must be more than 100 feet from a residential district.

Review fee = \$30 / base fee = \$50 / sign fee = \$60 (total sign fee \$140) sign contractor registration fee: \$20

Installation of ground/awning/canopies shall require a separate building permit application.

Type of sign

New Replacement Change of wording

Sign location

Wall Ground Pole Awning/canopy Other

Wording: _____

Will signs be illuminated? No Yes, a separate permit for wiring will be pulled by licensed electrical contractor

Size of proposed sign: height _____ feet X length _____ feet = _____ square feet

Square footage of façade: height _____ feet X length _____ feet = _____ square feet

Zoning district _____

Both pages of application must be completed, or permit will not be approved.

(Cont.)

Section 23a of State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.

Applicant signature _____ **Date** _____

Table of freestanding pole shopping center identification sign requirements
(Shopping center stores in B-1, B-2, PTRED and PCD only)

Freestanding shopping center identification Sign	Less than 10,000 square feet	Between 10,001 and 99,999 square feet	Greater than 100,000 square feet
Maximum height	15 feet	22 feet	24 feet
Maximum size	30 square feet	120 square feet	200 square feet
Shopping center name minimum percent of display area	100 percent	40 percent	40 percent
Individual tenant maximum percent of display area	0	40 percent	40 percent
Maximum number of tenants on identification sign	0	3	3

Table of maximum allowable wall sign area, in square feet
(Shopping center stores in B-1, B-2, PTRED and PCD only)

Building front setback	Less than 10,000	10,001 to 25,000	25,001 to 40,000	40,001 to 100,000	Over 100,000
Over 150 feet	240	300	380	460	560
101–150 feet	190	250	330	410	510
51–100 feet	150	210	290	370	470
0–50 feet	120	180	260	340	440

* In no instance shall the above table cause any wall sign to exceed 15 percent of the store's front wall surface area.

_____ **For office use only** _____

Approved

Denied

Inspector: _____ Date: _____

Additional notes:

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Sign Permit Application Guidelines

Sign definition – The term “sign” shall mean the use of any words, numerals, figures, sculpture, devices, designs, insignia, imprints or trademarks by which anything is made known, advertised, or to promote the interests of any person, firm or corporation when the same is placed in view of the general public, whether displayed on a permanent or portable structure attached or not attached to a building, including painted directly on an exterior building wall or awning.

Application processing requires all requested information be correct, complete and legible. Each project requires a separate application. With each application, submit three scaled drawings of proposed sign(s) and plot plan showing:

- Proposed sign location, including measurements from all lot lines and buildings (if applicable). Indicate location of other structures on the property, streets, alleys, easements, etc. Include dimensions of lot.
- Colors of the finished sign(s), indicating the size, shape, message, lettering style and materials.
- Building elevation sketches showing the position and size of each sign on the building and the location size of any existing sign(s) on the same structure.
- Upright view of sign including footing, brackets, supports, building side or structure to which attached, or related facts and include all dimensions.

Free-standing signs – a site plan sketch showing the height of location of sign on the site and verifying compliance with all setback requirements. All free-standing signs shall have a footing inspection.

Illuminated signs – drawings shall include details regarding the location, type of fixture, color of illumination, and method of shielding the lighting equipment to prevent glare. Illuminated signs shall be located not less than 100 feet from a residential district.

A licensed electrician shall obtain a separate permit for the sign connection, if applicable.

Anyone installing a sign shall register as a sign erector (\$20 registration fee).

Submit application to the Building Division of the Technical & Planning Department at 14300 Oak Park Blvd.