

# City of Detroit

**BUILDINGS AND SAFETY ENGINEERING DEPARTMENT**  
4th Floor City-County Building  
Telephone 224-3173-4

# 4

## **APPLICATION FOR PERMIT**

for

## **ERECTION OF SIGNS AND POSTER BOARDS**

(Includes projecting signs, flat signs, ground signs, marquee signs, roof signs)

### **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 roof signs which shall show construction of roof and sign.

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.

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

Detroit, Michigan 48226 \_\_\_\_\_ 19 \_\_\_\_\_

OWNER OF SIGN \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Social Security No. \_\_\_\_\_

ERECTOR \_\_\_\_\_

LICENSE NO. \_\_\_\_\_ Federal ID or Social Security No. \_\_\_\_\_

LOCATION \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ Street  
North, East, South, West Number

BETWEEN \_\_\_\_\_ Street and \_\_\_\_\_ Street

LOT NUMBER \_\_\_\_\_ Subdivision \_\_\_\_\_

PROJECTING SIGN Gound 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 projecting signs now attached to building at same floor level where this sign is to be erected? \_\_\_\_\_

Distance between new and present signs \_\_\_\_\_ Distance between sign and side lot line \_\_\_\_\_

Sign will project beyond property line \_\_\_\_\_ ft. \_\_\_\_\_ inches.

SIZE: Horizontal Measurement \_\_\_\_\_ Vertical Measurement \_\_\_\_\_ Thickness \_\_\_\_\_ Area \_\_\_\_\_ sq. ft. Wt. \_\_\_\_\_ lbs.  
Maximum Maximum

Is this a swinging sign? \_\_\_\_\_ Inner edge will be \_\_\_\_\_ inches from building or pole.

Lower edge will be \_\_\_\_\_ ft. above \_\_\_\_\_ Sidewalk  Alley  Private Property   
Yes or No

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 supports of sign constructed \_\_\_\_\_ Size and Number { Uprights \_\_\_\_\_  
Back Braces \_\_\_\_\_

SIZE: Horizontal measurement \_\_\_\_\_ Vertical measurement \_\_\_\_\_ Area \_\_\_\_\_ sq. ft.  
Maximum Maximum

Top of sign 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 supports of sign constructed? \_\_\_\_\_

Trade name of plastic \_\_\_\_\_ Area of plastic \_\_\_\_\_ sq. ft.

SIZE: Horizontal measurement \_\_\_\_\_ Vertical measurement \_\_\_\_\_ Thickness \_\_\_\_\_ Area \_\_\_\_\_ sq. ft. Weight \_\_\_\_\_ lbs.

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

How attached to building \_\_\_\_\_

NOTE: Attach sketch showing construction.

**ROOF** (open)  closed   **MARQUISE SIGN** No. of Signs \_\_\_\_\_

Of what material is sign constructed? Face: \_\_\_\_\_ Frame: \_\_\_\_\_

Trade name of plastic \_\_\_\_\_ Area of plastic \_\_\_\_\_ sq. ft.

SIZE: Horizontal measurement \_\_\_\_\_ Vertical measurement \_\_\_\_\_ Area \_\_\_\_\_ sq. ft.

Distance from lower edge to roof \_\_\_\_\_ Maximum \_\_\_\_\_ ft. Distance from roof to top of sign \_\_\_\_\_ Maximum \_\_\_\_\_ 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 \_\_\_\_\_

4. "Electrical wiring must be inspected and approved before this permit is issued." Give number of department metal tag or UL sign label number. City Tag No. \_\_\_\_\_ U. L. No. \_\_\_\_\_

5. Licensed Electrical Contractor responsible for wiring sign(s). Name \_\_\_\_\_ Address \_\_\_\_\_

I certify that the information contained in this application is correct. \_\_\_\_\_ Applicant

(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. \_\_\_\_\_