

Sign Permit Application

CHARTER TOWNSHIP OF CANTON
DEPARTMENT OF MUNICIPAL SERVICES
BUILDING AND INSPECTION SERVICES
1150 S. Canton Center Road, Canton, MI 48188 • 734/394-5200

Building Services Use Only

Lic. attached Check # _____ Total Due \$ _____ SG# _____ ()

I. IDENTIFICATION

Permit Applicant: _____ Phone: _____

Address: _____ Email Address: _____

City/State/Zip: _____

Property Owner's Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

II. SIGN LOCATION

Sign Location (address or property ID #): _____ Zoning District: _____

Main cross streets: _____ and _____

Business Name: _____ Phone: _____

Subdivision/Complex: _____ Suite #: _____

III. SIGN INFORMATION (please check all pertaining criteria)

Permanent: Wall Ground Change of Face 2-sided # of Signs: _____

Temporary: Wall Ground Rezoning Banner 2-sided # of Signs: _____

Sign Height _____ ft. Sign Width _____ ft. Area of Sign _____ sq. ft.

Is sign to be illuminated? Yes No

If yes, wiring is to be:

Hook-Up pre-existing (Permit applicant must be a licensed/registered sign specialty or electrical contractor.)

New (Electrical permit must be obtained by a licensed/registered electrical contractor.)

EL # _____

Ground Signs: (NOTE: All ground signs require a footing inspection.)

Setback of sign from the property line: _____ ft.

Total height of sign including supports: _____ ft.

Wall Sign:

What is the front footage of the building: _____ ft.

Setback of Building from the property line _____ ft.

Continued on the back . . .



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IV. REQUIREMENTS

The location, ownership and detail must be correct, complete and legible. Separate applications are required for each project. Construction plans, specifications, and a detailed plot plan must be filed with this application. If the sign is to be a banner, please indicate the exact wording below.

A diagram showing a large rounded rectangular sign. To the left of the sign is a vertical line with an upward-pointing triangle above it and a downward-pointing triangle below it. Below the sign is a horizontal line with a left-pointing triangle to its left and a right-pointing triangle to its right.

V. VALIDATION

I hereby certify that the proposed work is authorized by the Owner of Record and that I have been authorized by the owner to make this application as his authorized agent and we agreed to conform to all applicable laws of this jurisdiction.

Applicant's Signature: _____ Date: _____

Printed Name: _____

VI. BUILDING SERVICES REVIEW

Sign Application Fee: _____

Registration Fee: _____

Bond Amount: _____

Permit Fee: _____

(min. permit fee \$30.00)

Total Fee: _____

APPROVED FOR PERMIT:

Sign Inspector _____ Date: _____

Rob Creamer, Building Official _____ Date: _____

Planning Services: _____ Date: _____

Remarks:

OBTAINING A SIGN PERMIT

1. Applicant must submit a fully completed sign application, including the zoning district, and address or parcel ID Number of the sign location. (See fee schedule)
2. Two plot plans or site plans must be included for a ground sign installation. These plans must show the setback to the outermost portion of the sign.
3. If submitting for a wall sign permit, a cross-section drawing should be included.
 - Setback from right-of-way of structure to which wall sign will be affixed: _____ ft.
4. Submit two drawings, showing the following:
 - Overall size
 - Width or depth
 - Overall height as measured from ground level
 - The description or display of the sign
5. Before a sign permit is issued for an internally illuminated sign, applicants must obtain an electrical permit. Applicants must be a Michigan licensed/registered sign specialty contractor or electrical contractor.
6. Separate sign applications are required for each sign installation; however, more than one sign of the same type and size may be included on the same application.
7. Temporary signs may require a bond, which will be refunded once the applicant gives written notification that the sign has been removed.
8. Applications for temporary signs/banners must be paid for (by check or money order) when the application is submitted.

Contact Building and Inspection Services at 734/394-5200 with any further questions.