

**PLANNING & DEVELOPMENT SERVICES**

4550 Walnut Lake Road  
 West Bloomfield, MI 48323  
 P. (248) 451-4818  
 F. (248) 451-4871  
 wbtownship.org



**SIGN PERMIT APPLICATION**

OFFICE USE ONLY	
Date:	_____
Case #:	_____
Fee:	_____

**BUSINESS INFORMATION**

Name of Business	Name of Center or Building Business Located within	
Sign Location	Zoning District	Sidwell#

**APPLICANT**

Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code
Drivers License or State ID Number		

**SIGN CONTRACTOR**

Check here if same as above

Sign Contractor	Email	
Address	Phone	Cell Phone
City	State	Zip Code

**SIGN INFORMATION**

<b>TYPE:</b> <input type="checkbox"/> Construction Sign <input type="checkbox"/> Ground Sign: New <input type="checkbox"/> Ground Sign: Change of Face <input type="checkbox"/> Wall Sign <input type="checkbox"/> Real Estate Development <input type="checkbox"/> Temporary Sign <input type="checkbox"/> Community Special Event (CSE)			
Event dates ( <b>Required</b> for both Temporary & Community Special Event)		Sign Type (raceway, pin mounted, etc.)	
Sign Width	Sign Height	Total Sq. Footage	Sign Material
Applied for Certificate of Occupancy <input type="checkbox"/> Yes <input type="checkbox"/> No	Multi-Tenant Building <input type="checkbox"/> Yes <input type="checkbox"/> No	Shared Building Frontage <input type="checkbox"/> Yes (if yes, an layout of the building is required) <input type="checkbox"/> No	
Has a variance been granted by the Zoning Board of Appeals (ZBA) <input type="checkbox"/> Yes (ZBA case #)_____ <input type="checkbox"/> No		Illuminated Sign? <input type="checkbox"/> Yes (Type Transformer)_____ <input type="checkbox"/> No	

**COMMUNITY SIGN EVENT**

<b>Community Sign Event</b> – Non-profit/School/Religious <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Community Sign Event</b> – Event located within Township <input type="checkbox"/> Yes <input type="checkbox"/> No
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**WALL SIGN**

<b>Wall Sign</b> – Weight	<b>Wall Sign</b> – Dimensions of facade
<b>Wall Sign</b> – Site specific fastening	<b>Wall Sign</b> – Distance from wall of building to furthest point of the sign

**GROUND SIGN**

<b>Ground Sign</b> – Footing Detail	<b>Ground Sign</b> – Front Setback
<b>Ground Sign</b> – Rear Setback	<b>Ground Sign</b> – Side Setbacks

*I certify that the proposed work has been approved by the owner of record and that I have attached a copy of a letter of permission from either the property owner of the property management company who has allowed me to make this application as their agent and I hereby agree to conform to all applicable ordinances of West Bloomfield Township.*

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Print Name



# SIGN PERMIT APPLICATION INSTRUCTIONS

## GENERAL INFORMATION

1. All signs must be designed and installed in accordance with Section 5.15 of the Township’s zoning ordinance.
2. Applications must be submitted on the attached completed application with all information typed or printed in ink along with the following: (each sign requires a complete and separate application)
  - a. Two copies of a plan, drawn to scale, which shows the dimensions and face of the proposed sign.
  - b. Two copies of a plot plan showing the location of the sign, including setback from right of way.
  - c. A letter of permission from the property owner.
  - d. Picture of sign (photograph or color rendering)
  - e. Appropriate fees as follows:

Community Special Event Sign(s) and/or Banner	\$100.00
Construction Sign	\$150.00
Ground Sign: New	\$150.00
Ground Sign: Change of Face	\$50.00
Real Estate Development Sign*	\$75.00 + \$200.00 bond
Temporary Sign*	\$50.00 + \$100.00 bond
Wall Sign	\$100.00
Electrical Permit (if sign is illuminated)	* CDD
Building Permit (if sign has a base or footing)	* CDD
Registration in West Bloomfield Township (contractors only)	* CDD

- **A cash bond shall be posted with application. The cash bond shall be released to the applicant upon removal of the sign in compliance with the time stated.**

3. All signs must be installed by a licensed sign contractor.
4. Applicants for all illuminated signs shall be required to register their sign specialty contractor’s license with the Township. A copy of the license must accompany the sign permit application form.
5. Sign specialty contractors must obtain a sign connection permit as a requirement for final approval of illuminated sign applications.
6. **Inspection of each sign is required prior to or at the time of installation. Failure to schedule inspections at the time of installation could result in the removal of the sign for inspection.**

**Inspection Line (248) 451-4858**

If you have any questions, please contact the Planning & Development Services Department at (248) 451-4876.

*\* Sign permits are issued once it is determined that the application is in accordance with Chapter 26, section 5.15 (Signs) of the West Bloomfield Township Zoning Ordinance. Once your application is approved, you may then submit all trade permit applications with the Building Department. If you have any questions regarding Building Permits, Electrical Permits or Inspections, please call (248) 451-4842.*

**Sign permit fees do not include fees for Building, Electrical or Right-of-Way permits that may apply**