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# SIGN PERMIT APPLICATION

DEPARTMENT OF PUBLIC SERVICES  
 CHARTER TOWNSHIP OF NORTHVILLE  
 44405 SIX MILE ROAD  
 NORTHVILLE, MI 48168  
 (248) 348-5830; Fax: (248) 348-5823

DATE RECEIVED STAMP

## A. PROJECT INFORMATION

Business Name	Date
Address of Installation	

## B. IDENTIFICATIONS

### 1. OWNER OF SIGN

Name	Address		
City	State	Zip Code	Driver's License Number (copy required)
E-Mail Address	Telephone	Cell	Fax

### 2. SIGN ERECTOR

Name	Address	
City	State	Zip Code
E-Mail Address	Telephone	Fax
Sign Erector License Number	Expiration Date	

## C. TYPE OF SIGN

### GROUND

- Ground - Entrance  
  Ground - Subdivision Entrance  
  Ground - Marketing  
  Ground - Multi-Tenant Panel  
  Informational  
 Illuminated - Lineal frontage of this property \_\_\_\_\_  
  Individual Panel  
 Sq. Ft. of Sign \_\_\_\_\_

### WALL

- Multi-Tenant Building  
  Multi-Story Building  
  Stand Alone Building

Wall Measurement: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_ Sq. Ft. of Sign \_\_\_\_\_

Height from Grade to Bottom of Sign \_\_\_\_\_

- Illuminated - Lineal frontage of tenant space \_\_\_\_\_  
 Other \_\_\_\_\_

**D. CONTRACT VALUE** \$ \_\_\_\_\_

Approved by:	Notes and Amendments:
Date:	Code Text:

**A \$25 APPLICATION FEE IS REQUIRED WHEN SUBMITTING THIS FORM.**

**§ 145-4 General prohibitions.**

- A. No signs shall constitute a traffic hazard or interfere with the visibility of any traffic control device due to its size, location, context, color or manner of illumination.
- B. No sign shall have any visible moving parts, visible mechanical movement or any other apparent visible movement achieved by electrical, electronic, or kinetic means, intermittent electrical pulsations or wind currents.
- C. A sign that does not meet the provisions of this chapter or does not identify or advertise a bona fide business, tenant, owner, activity conducted or product available on the premises where the sign is displayed shall be considered an obsolete sign. When such a sign exists for a period of 180 consecutive days, it shall conclusively be presumed to be abandoned and shall be removed.
- D. No sign shall be placed so as to obstruct any fire escape, required exit, window or door opening used as a means of passage from one part of a roof to another or as access for fire-fighting purposes.
- E. The following signs shall not be permitted and are subject to removal.
  - (1) Festoon Signs.
  - (2) Flashing, animated or moving signs.
  - (3) Inflatable signs.
  - (4) Portable signs.
  - (5) Projecting signs.
  - (6) Snipe signs.
  - (7) Pole/pylon signs.
  - (8) Off-premises signs.
  - (9) Temporary window signs.
  - (10) Marquee signs.
  - (11) Obsolete and abandoned signs.
  - (12) Banners.
  - (13) Sandwich board signs.
  - (14) Internally illuminated awnings or canopies.
  - (15) Internally illuminated panel and box signs with light reflective backgrounds.
  - (16) Home occupation signs.
  - (17) Vehicle signs.
  - (18) Awning/canopy signs.
  - (19) Swinging signs.
  - (20) Painted wall signs.
  - (21) Signs on gas station canopies.
  - (22) Billboards.
  - (23) Time-temperature signs.
  - (24) Any other sign not specifically permitted.

**D. APPLICANT SIGNATURE**

By signing below, 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 I agree to conform to all applicable laws of this jurisdiction. All information submitted with and on this application is accurate to the best of my knowledge.

Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violations of Section 23a are subject to civil fines.

Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

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

## ATTENTION – IMPORTANT PERMIT INFORMATION

When inspection of work completed, on an active permit, is conducted and a violation notice is issued, a follow-up re-inspection will be performed at no additional charge. When items previously identified in the violation notice have not been corrected, a re-inspection fee of \$50 can be assessed. This fee shall be paid before the re-inspection will be scheduled. Re-inspection fees may also be assessed for failure to cancel a requested inspection or when the inspection is scheduled, but not ready, when the inspector arrives on site.

All permits expire after six (6) months from date of last inspection or date of issuance where no activity on the permit has taken place.

When expired, Building, Plumbing and Mechanical permits may be extended. Requests to extend an expired permit must be submitted to the Building Department in writing and justifiable cause demonstrated. The Building Official is authorized to grant, in writing, one (1) or more extensions of time. The Building Official is not required by the Building Code or Township Ordinance to approve extension requests.

Before an extension is granted, a special site inspection is required to determine if an extension is justifiable. A fee of \$65 is required for this inspection. Fee payment is required in advance.

If an extension is granted, the required fee payment will be assessed at \$50 or 15% of the original permit fee, whichever is greater. The extension assessment shall be applied separately for each expired permit.

In accordance with Michigan State law, Electrical permits cannot be extended once expired. A new permit will have to be issued. There will be no credit of fees previously collected applied toward the new permit.

The fee to cancel a permit is \$50 or 10% of the permit fee, whichever is greater, plus \$50 per each inspection completed at the time of cancelation.

Failure to obtain a final inspection and approval for any permit may result in a citation being issued to the permit holder. A personal appearance at 35<sup>th</sup> District Court will be required.

I have read and understand the information above regarding permits.

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Signature of Applicant