CITY OF NOVI - COMMUNITY DEVELOPMENT
45175 Ten Mile Rd., Novi, MI 48375
Code Compliance Division (248) 735-5678

SIGN PERMIT APPLICATION

Permit Required per City of Novi Code of Ordinances, Chapter 28, Section 28-3

Sign Permit #PS

Zoning District:

All Sign Permit applications must be accompanied by the following, on separate, full-sized sheets:

1. Fully dimensional drawing / sign schematics sheet with sign dimensions. The sign area shall be measured and presented as a **boxed-in measurement of all text, graphics, design characters, and/or ornamentation, including dead space.** For changeable-copy (EMC) signs, include the additional isolated measurement details of the EMC portion of the sign. For halo-illuminated signs, include the additional isolated measurements of the spacing between the back of the sign/letters to the building wall.
2. Sign attachment / mounting details sheet.
3. Sign method of illumination if the sign shall be illuminated. - **All Illuminated** signs require an **Electrical Permit.**
4. Site plan showing the sign position / location on the property related to nearby buildings, structures or suites, indicating streets, easements, rights-of-way, and property lines, as well as distance measurements of the building frontage or setback measurement (depending on whether it is a single-tenant or a multi-tenant building or a ground sign) to the placement of the proposed sign.
5. Copy of the sign installer's trades license.

All Ground Signs require a separate **Sign Foundation Building Permit**. Please submit a separate Building Permit application for a ground sign foundation, along with two (2) signed/sealed engineered drawings and calculations. Ground Signs proposing to utilize an existing monument base / footing shall also submit engineered drawings.

Address of Installation _____ (include suite number) **Todays Date** _____

Owner of Sign _____ Owner's Email Address _____ Owner's Phone # _____

Owner's Address _____ City _____ State _____ Zip _____

TYPE OF SIGN: ☐ Awning/Canopy ☐ Ground Sign ☐ Entranceway Ground Sign ☐ Projecting Sign ☐ Wall Sign

Sign Erector/Sign Company _____ Sign Company's Phone # _____

Sign Erector's Address _____ City _____ State _____ Zip_____

Sign Erector's Trades License #_____ (include copy)

Is sign Illuminated? YES ☐ NO ☐ **(If yes, an ELECTRICAL permit is required)**

Is sign a Halo-Illuminated sign? YES ☐ NO ☐ **(If yes, you shall supply the distance between the back of the sign/letters to the placement on the building wall on the Sign Schematics sheet whereas the area of the halo shall be calculated in the overall area of the sign)**

Is sign a Changeable-Copy sign? YES ☐ NO ☐ **(If yes, you shall supply an isolated measurement of the changeable copy portion of the sign on the Sign Schematics sheet)**

Is this a Multi-Tenant Building? YES ☐ NO ☐

Lineal frontage of this business _____ft.
(for a multi-tenant building – MUST BE FIELD VERIFIED)

Height from Grade to Top of Sign? _____ ft. Measurement from center line of closest thoroughfare _____ft.
(for a single-tenant wall sign OR any ground sign)

Size / Measurement of Sign: **Horizontal**_____ft. **Vertical**_____ft. **Total Area**_____sq. ft.

Copy / Wording to be on Sign_____

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Sign Permit Fees:

Application fee / Plan Review fee (first review): **$40**
Sign Permit fee: **$50**
Additional Reviews / Revisions: **$40 ea.**

SIGN PERMIT FEES ABOVE DO NOT INCLUDE ANY FEES FOR BUILDING, ELECTRICAL or RIGHT-OF-WAY PERMITS THAT MAY BE REQUIRED. Please contact the Novi Building Dept at (248)347-0415 for Electrical or Building (sign foundation) permits. Please contact the Novi Engineering Dept at (248)347-0454 for Right-of-Way permits (ground signs).

_____
Signature of Applicant or Agent

_____
Applicant Printed Name

_____ _____
Applicant's Email Address **Applicant's Phone Number**

ALL SIGNS SHALL BE MEASURED AND INSPECTED ON THE GROUND PRIOR TO INSTALLATION
and
ALL ILLUMINATED SIGNS SHALL HAVE ELECTRICAL SIDEWALK AND FINAL INSPECTIONS.

Visit the website "BSAONLINE.com" to schedule all required "Sidewalk" and "Final" inspections.

For Office Use Only

Reviewed by: _____ Date: _____

☐ **Approved – Per Code Section #**

☐ **Not Approved** – Reason for Denial:

ZONING BOARD OF APPEALS (if applicable)

☐ **Approved** ZBA Case No. _____ ZBA Meeting Date: _____

Variance details:

☐ **Denied**

Do Not Write Below This Line