

# 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: \_\_\_\_\_

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 its left, a horizontal line is positioned between two upward-pointing triangles. Below the sign, a horizontal line is positioned between two inward-pointing triangles.

## 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

Administrative Fee: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Bond Amount: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

(min. permit fee \$30.00)

**Total Fee:** \_\_\_\_\_

## APPROVED FOR PERMIT:

Sign Inspector \_\_\_\_\_ Date: \_\_\_\_\_

Canton 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.**