



CITY OF LIVONIA
INSPECTION DEPARTMENT
 33000 Civic Center Drive Livonia, MI 48154
 Phone: 734-466-2580 Fax: 734-466-2095



Permit #: _____

SIGN PERMIT APPLICATION
 NOTE: EACH SIGN REQUIRES A SEPARATE PERMIT
 FOLLOW ALL INSTRUCTIONS ON THE BACK OF THIS SHEET

Jobsite Address _____ Date _____

Applicant _____ Street Address _____ City/Zip _____ Phone No. _____

Contractor email address: _____

Owner or Lessee _____ Street Address _____ City/Zip _____ Phone No. _____

To Erect:

- New Ground Awning Reface
 Replacement Wall Interior

Sign To Be:

_____ Long By _____ High For A Total Of _____ Square Feet

Sign Wording: _____

PROVIDE THE FOLLOWING INFORMATION:

Ground Sign: Feet above ground to top _____ to bottom _____
 Setback _____ feet from property lines
 Support type and material _____
NOTE: FOOTING INSPECTIONS ARE REQUIRED FOR ALL NEW GROUND SIGNS

Wall Sign: Thickness _____ Weight _____ lbs.
 How attached to building _____

Awning Sign: Length of awning at building wall _____ feet
 Sign size: Horizontal _____ Vertical _____ Total Area _____ Square feet
 Projection from wall _____ feet Distance from ground _____ feet
NOTE: SEPARATE PERMIT REQUIRED TO ERECT AWNING

Sign face material _____ Type of illumination _____

A LICENSED ELECTRICAL CONTRACTOR MUST OBTAIN A SEPARATE PERMIT FOR SIGN CONNECTION

Signature: _____

I certify that the information contained in the application is correct.

**GENERAL INSTRUCTIONS — ALL SIGNS
SEPARATE PERMIT APPLICATION REQUIRED FOR EACH NEW SIGN**

- A. Incomplete applications will **not** be processed. A payment of \$82.00 **per** sign application must be received at the time of submission. It will be applied toward the Plan Review and Administration Fees. There will be permit fees due after plan review has been completed. There are **no refunds** of plan review or administration fees.
- B. Flashing signs are not permitted.
- C. Professional Engineers seal required on all signs of 100 square feet or more.
- D. All applications must have **two (2) fully dimensional** sign details attached.
- E. All ground signs must have **two (2) plot plans** showing the following:
 - 1. Dimensions of lot.
 - 2. All existing buildings on property and/or new buildings or additions.
 - 3. Side, rear and front yard measurements from all structures.
 - 4. Location of streets, alleys and/or easements.
 - 5. Location of sign (show setback from all property lines).
- F. All wall or awning signs must have **two (2) scale drawings**, full dimensioned, showing building elevation with proposed location of sign or awning in relation to doors, windows, roof line etc.
- G. You must be a registered sign contractor and **meet insurance requirements before** permit will be processed.

Zoning and Code Examination (Not to be filled in by applicant)

PC: _____ CR: _____ ZBA: _____

Type of Sign	Size	Total Area	Square Feet
Setback _____	Height _____	Construction _____	Supports _____
Zoning District _____	1/4 Section _____	ZC Permit # _____	

Remarks:

Zoning Approved By _____
Date _____

Structural Approved By: _____
Date _____

Admin Fee: \$ _____
 Sign Permit Fee: \$ _____
 Plan Review Fee: \$ _____
 Field Inspection: \$ _____
 Sign Connection: \$ _____
 Total Fees: \$ _____