

SIGN PERMIT APPLICATION INSTRUCTIONS



1. Incomplete or Illegible applications will be returned to the applicant for correction.
2. All signs must comply with Section 4A of the Zoning Ordinance.
3. Permits are required for all signs including Temporary signs and Window signs, prior to installation.
4. Application for Certificate of Compliance must be on file for the business.
5. Ground and Wall Mounted Signs must be installed by a licensed sign contractor. (a licensed sign contractor is *not* required to erect Temporary signs or non-illuminated window signs).
6. Final inspection(s) must be scheduled within 5 days after completion of work.

THE FOLLOWING SHALL BE SUBMITTED WITH EACH SIGN APPLICATION:

- One (1) Complete set of documents submitted in .pdf format.**
- One sign per application – a \$75 plan review fee is required for all Ground and Wall signs.
- Sign Permit applications must be accompanied by a signed Property Owner Consent form. If submitting multiple applications for the same business, only one (1) Property Owner Consent form is required.

Ground Signs:

- 3 copies* - Renderings of proposed sign with specifications showing: exact size, length, height, area, materials, color, lighting and type of sign.
- 3 copies* - Site Plan (or Plot Plan for existing ground signs) indicating the building as well as the proposed sign with dimension to the two (2) nearest property lines. All information submitted to scale. The seal of a registered engineer, architect, or land surveyor shall be affixed to all site plans.
- 1 copy* - Pictures of existing ground signs. Indicate if existing signs are to be altered or removed.
- 3 copies* - Footing specifications for all new proposed ground signs with load calculations. The seal of a registered engineer or architect shall be affixed to all footing specifications.

Wall Signs:

- 3 copies* - Renderings of proposed sign with specifications showing: exact size, length, height, area, materials, color, lighting and type of sign.
- 3 copies* – Building elevation(s) showing building width, building height, façade area and the exact location of proposed sign(s). All information submitted to scale.
- 1 copy* – Pictures of all existing wall and window signs (including interior window signs and LED rope lighting). Indicate if existing signs are to be altered or removed. If existing signs are not to be removed, provide total area of each wall and window sign.

Window Signs - interior or exterior (includes LED rope lighting):

*** Multiple windows signs can be submitted on one application ***

- 3* - Renderings of proposed window sign with specifications showing: exact size, length, height, area, materials, color, lighting and type of sign with the length, height, and area of the window.
- 3 copies* – Building elevation(s) showing building width, building height, façade area and the exact location of proposed sign(s). All information submitted to scale.
- 1 copy* – Pictures of all existing wall and window signs (including interior window signs and LED rope lighting). Indicate if existing signs are to be altered or removed. If existing signs are not to be removed, provide total area of each wall and window sign.

Temporary Signs:

Indicate the type and size of sign. (maximum 32 sq. ft. – Feather Flags prohibited).

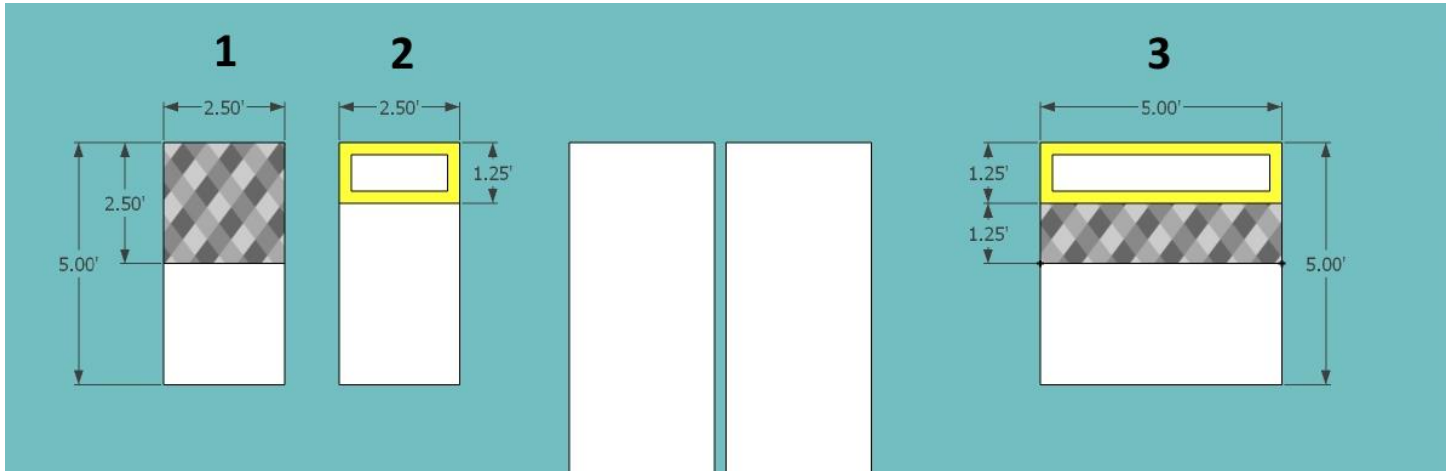
EXAMPLES: WINDOW SIGNS AND MEASUREMENT OF SIGN AREA

Window Signs – Section 4A.28

Example 1 non-illuminated window sign: Total non-illuminated window signage shall not exceed 50% percent of the window where it is placed.

Example 2 illuminated window sign: Total illuminated window signage, including rope lighting on the inside of a window, shall not exceed 25% percent of the window where it is placed.

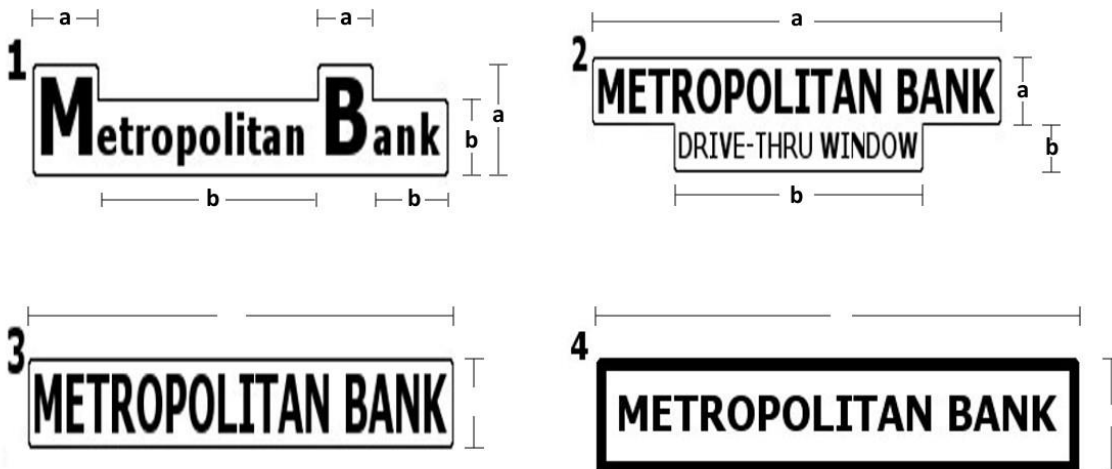
Example 3 Combination Illuminated/non-illuminated window sign:
Total window signage shall not exceed fifty (50) percent of the window where it is placed.



Measurement of sign area – Section 4A.16a

Examples 1, 2, and 3 - (No Frame): The surface area of a sign is the area which encloses the limits of individual letters, words, symbols, graphics, numbers, lights, or message of the sign.

Example 4 - (with frame): The surface area of a sign is the area which encloses the limits of individual letters, words, symbols, graphics, numbers, lights, or message of the sign together with any frame.



PROPERTY OWNER CONSENT FORM FOR NEW SIGNS



THIS FORM **MUST** BE COMPLETED AND SUBMITTED WITH ALL NEW APPLICATIONS FOR SIGN PERMITS

I:

(Property Owner or Authorized Agent)

Hereby Authorize:

(Applicant – Person/Entity authorized to apply for a sign permit)

To submit application(s) for new proposed signage indicated below:

Ground Sign(s) Wall Sign(s) Window Sign(s) Temporary Sign

Sign(s) are to be installed at:

Job Location:

(Property Address)

As the property owner or authorized agent of the property owner, I hereby grant permission to the applicant named above to apply for the signage indicated above and secure the required permits. The work performed must meet all provisions of the State of Michigan construction codes and the City of Warren Zoning Ordinance.

(Property Owner or Authorized Agent Signature)

(Date)

(Address)

(Phone)

(Printed Name)

(Title)

Section 4A.24 - Owner permission.

No person shall erect, construct or place any sign, temporary or permanent, on the property of another without first obtaining permission of the property owner, agent or manager. For all signs over four (4) square feet in total area, written permission shall be filed with the Division of Buildings and Safety Engineering signed and dated by the owner, agent or manager granting permission and shall include the owner, agent or manager's address and telephone number.

SIGN PERMIT APPLICATION



Sign Location	Parcel ID	Zoning District
Business Information		
Business Name	Business Phone	
Address		
City	State	Zip Code
Applicant/Sign Contractor Information		
Sign Company Name	Phone	
Address		
City	State	Zip Code
Licensee		
Sign Type		
Sign is: <input type="checkbox"/> New <input type="checkbox"/> Existing	Sign Contains: <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> LED Rope Lighting	
Sign Type * <input type="checkbox"/> Ground <input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Temporary <input type="checkbox"/> Other (specify) _____		
Sign Information		
Sign Height	Sign Width	Total sq. ft.
Under clearance	Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Face Change Only? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a variance been granted by the Zoning Board of Appeals? <input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No		
Business has a Certificate of Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Multi-Tenant Building? <input type="checkbox"/> Yes <input type="checkbox"/> No
* Applications for ground signs:		
Provide pictures of all existing ground signs. Indicate if they are to be altered or removed. Any existing ground sign that is to remain must be listed with height, width, location of sign and picture.		
* Applications for wall and window signs:		
List all existing wall and window signs. Indicate if they are to be altered or removed. Any existing wall or window sign that is to remain must be listed with height, width, location of sign and picture.		

I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) required for removal will be removed before any new sign(s) are installed. I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the zoning district and Zoning Ordinance 4A: Signs.

I agree to schedule final inspections within 5 days of completion of work.

Date: _____

 Applicant Signature

SIGN PERMIT FEE SCHEDULE:

Zoning Plan Review Fee	\$75.00
Freestanding Signs:	
20 sq. ft. or less	\$100.00 (+ plan review fee)
Over 20 sq. ft.	\$250.00 (+ plan review fee)
Wall or projecting signs:	
20 sq. ft. or less	\$100.00 (+ plan review fee)
Over 20 sq. ft.	\$250.00 (+ plan review fee)
Marquee Signs:	
20 sq. ft. or less	\$100.00 (+ plan review fee)
Over 20 sq. ft.	\$250.00 (+ plan review fee)
Awning and Canopy signs	\$200.00
Temporary Signs (per 30-day period)	\$95.00
Temporary outdoor retail sales signs (per duration of approved event)	\$95.00
Temporary Balloon Signs (per 30-day period)	\$95.00
Billboards	\$500.00
Sign removal fees:	
Removal of temporary sign	\$100.00 minimum
Removal of permanent sign	\$100.00 minimum
Sign face change only:	\$50.00 (+ plan review fee)
Window Signs	\$25.00 per window
Section 31-15. Sign Erectors License	
Annual Sign Erectors License Fee	\$75.00