



**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.
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Contractor email address: \_\_\_\_\_

Owner or Lessee	Street Address	City/Zip	Phone No.
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**To Erect:**

- |                                      |                                 |                                   |                                 |
|--------------------------------------|---------------------------------|-----------------------------------|---------------------------------|
| New <input type="checkbox"/>         | Ground <input type="checkbox"/> | Awning <input type="checkbox"/>   | Reface <input type="checkbox"/> |
| Replacement <input type="checkbox"/> | Wall <input type="checkbox"/>   | Interior <input type="checkbox"/> |                                 |

**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.

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**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: \$ \_\_\_\_\_