COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
4550 Walnut Lake Road
West Bloomfield, MI 48323
(248) 451-4876 Phone
(248) 451-4871 Fax
(248) 451-4858 Inspection Line
www.wbtwp.com

SIGN PERMIT APPLICATION

Date _____ **Sign Permit No.** _____ **Section No.** _____

Property Information

Name of Business Development	
Sign Location	Zoning District

Applicant

Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code

Sign Contractor ☐ *Check here if same as above*

Sign Contractor	Email	
Address	Phone	Cell Phone
City	State	Zip Code

Sign Information

Type ☐ Community Special Event ☐ Construction Sign ☐ Ground Sign: New ☐ Ground Sign: Change of Face ☐ Real Estate Development ☐ Temporary Sign ☐ Wall Sign	
Proposed Sign Area	Permitted Sign Area
Sign Width	Sign Height
Frontage of Building (for Wall Signs only)	Illuminated Sign ☐ Yes ☐ No

I certify that the proposed work has been approved by the owner of record and that I have been authorized by the owner to make this application as their agent and I hereby agree to conform to all applicable ordinances of West Bloomfield Township.

_____ _____
Date Signature of Applicant

Note: Inspection of each sign is required prior to or at the time of installation. Failure to schedule inspections at the time of installation could result in the removal of the sign for inspection.

OFFICE USE ONLY

Permit Valid for _____ Expiration Date _____
Sign Permit Fee _____ ZBA Case # _____
Electrical Permit Fee _____ Electrical Contractors License No. _____
Sign Specialty Contractors Registration Fee _____ Sign Contractors License No. _____
Total Fees Required _____ Treasurer's Receipt # _____
Planning Department ☐ Approved _____ ☐ Denied _____
Building Department ☐ Approved _____ ☐ Denied _____
Remarks

SIGN PERMIT APPLICATION INSTRUCTIONS

General Information

1. All signs must be designed and installed in accordance with Section 5.15 of the Township's Zoning Ordinance.
2. Applications must be submitted on the attached completed application with all information typed or printed in ink along with the following:

   a. Two copies of a plan, drawn to scale, which shows the dimensions and face of the proposed sign.
   b. Two copies of a plot plan showing the location of the sign, including setback from right of way.
   c. A letter of permission from the property owner.
   d. Appropriate fees as follows:

Community Special Event Sign(s) and/or Banner	$100.00
Construction Sign	$150.00
Ground Sign: New	$150.00
Ground Sign: Change of Face	$50.00
Real Estate Development Sign	$75.00 + $200.00 bond
Temporary Sign	$50.00
Wall Sign	$100.00
Electrical Permit *(if sign is illuminated)*	$90.00 +
Building Permit *(if sign has a base or footing)*	$250.00
Registration in West Bloomfield Township *(contractors only)*	$25.00

3. All signs must be installed by a licensed sign contractor.
4. Applicants for all illuminated signs shall be required to register their sign specialty contractor's license with the Township. A copy of the license must accompany the sign permit application form.
5. Sign specialty contractors must obtain a sign connection permit as a requirement for final approval of illuminated sign applications.
6. ***Inspection of each sign is required prior to or at the time of installation. Failure to schedule inspections at the time of installation could result in the removal of the sign for inspection.***

If you have any questions, please contact the Community Development Department at (248) 451-4876.