



**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 <input type="checkbox"/> Community Special Event <input type="checkbox"/> Construction Sign <input type="checkbox"/> Ground Sign: New <input type="checkbox"/> Ground Sign: Change of Face <input type="checkbox"/> Real Estate Development <input type="checkbox"/> Temporary Sign <input type="checkbox"/> Wall Sign	
Proposed Sign Area	Permitted Sign Area
Sign Width	Sign Height
Frontage of Building (for Wall Signs only)	Illuminated Sign <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> Approved _____	<input type="checkbox"/> Denied _____
Building Department <input type="checkbox"/> Approved _____	<input type="checkbox"/> 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 (<i>if sign is illuminated</i>)	\$90.00 +
Building Permit (<i>if sign has a base or footing</i>)	\$300.00
Registration in West Bloomfield Township (<i>contractors only</i>)	\$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.