

SIGN PERMIT APPLICATION

PLANNING DEPARTMENT
500 W BIG BEAVER
TROY MI 48084
248 524 3359
evanspm@troymi.gov
SIGN ORDINANCE ONLINE [Ctrl+click here](#)



APPLY VIA E-MAIL
E-MAIL COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO
evanspm@troymi.gov

SIGN PERMIT FEE SCHEDULE			
SIZE	WALL SIGN PAINTED ON WALL	WALL SIGN STRUCTURALLY ATTACHED	GROUND SIGN
UNDER 100 SQ. FT.	\$ 75.00	\$ 100.00	\$ 125.00
100 TO 199 SQ. FT.	\$100.00	\$ 125.00	\$ 150.00
200 TO 300 SQ. FT	\$ 100.00	\$150.00	\$ 175.00
SPECIAL EVENT	\$30.00		

PROPERTY ADDRESS: _____

APPLICANT INFORMATION:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

E-MAIL _____

TYPE OF SIGN: GROUND WALL SPECIAL EVENT

SPECIAL EVENT SIGNS: What 7 day period will signs be up? _____

SIGN PERMIT APPLICATION

ILLUMINATED SIGN?

YES

NO

ELECTRICAL CONNECTIONS BY: _____

DOWNLOAD AN ELECTRICAL PERMIT APPLICATION [HERE](#).

ARE OTHER SIGNS ON THE PROPERTY?

YES

NO

IF YES, DESCRIBE TYPE AND SIZE BELOW:

The undersigned hereby declare(s) under penalty of perjury that the contents of this application are true to the best of my knowledge, information and belief.

The applicant accepts all responsibility for all of the measurements and dimensions contained within this application, attachments and/or plans, and the applicant releases the City of Troy and its employees, officers, and consultants from any responsibility or liability with respect thereto

SIGNATURE OF APPLICANT _____ **DATE** _____

PRINT NAME: _____

SIGN PERMIT APPLICATION SUBMITTAL CHECKLIST

WALL SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SIGN CONSTRUCTION DRAWINGS SHOWING DIMENSIONS, MATERIALS, PROJECTION FROM THE WALL AND METHOD OF ATTACHMENT TO THE WALL. AT THE DISCRETION OF THE DEPARTMENT, SEALED DRAWINGS OR POST INSPECTION CERTIFICATION REPORTS MAY BE REQUIRED.
- ELEVATION DRAWING SHOWING DIMENSIONS OF FRONT OF BUILDING OR TENANT AREA.
- IF THE SIGN IS ELECTRIFIED, A NOTE ON DRAWINGS INDICATING THE SIGN WILL BE UL OR EQUIVALENT LISTED. **DOWNLOAD AN ELECTRICAL PERMIT APPLICATION [HERE](#).**

GROUND SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SITE PLAN SHOWING RIGHT OF WAY LINES. PUBLIC EASEMENTS AND SIGN LOCATION. LABEL THE DISTANCE FROM RIGHT OF WAY LINE TO LEADING EDGE OF SIGN. YOU MAY USE THE **CITY'S ONLINE AERIAL MAPS LOCATED [HERE](#)**. OTHER ONLINE MAP SERVICES ACCEPTED.
- SIGN CONSTRUCTION DRAWINGS SHOWING DIMENSIONS, MATERIALS AND FOOTING DEPTH. AT THE DISCRETION OF THE DEPARTMENT, SEALED DRAWINGS OR POST INSPECTION CERTIFICATION REPORTS MAY BE REQUIRED.
- ELECTRIFIED SIGNS: A NOTE ON THE PLANS INDICATING THE SIGN WILL BE UL (OR EQUIVALENT) LISTED. **DOWNLOAD AN ELECTRICAL PERMIT APPLICATION [HERE](#).**

SPECIAL EVENT SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SITE PLAN SHOWING SITE LAYOUT, RIGHT OF WAY LINES AND SIGN LOCATION(S). YOU MAY USE THE **CITY'S ONLINE AERIAL MAPS LOCATED [HERE](#)**. OTHER ONLINE MAP SERVICES ACCEPTED.
- INFORMATION OR LIST INDICATING NUMBER AND DIMENSIONS OF PROPOSED SIGNS, INCLUDING BANNERS, FLAGS, COLD AIR BALLOONS AND OTHER FORMS OF SIGNAGE.
- ELECTRIFIED SIGNS: A NOTE INDICATING THE SIGN WILL BE UL (OR EQUIVALENT) LISTED. **DOWNLOAD AN ELECTRICAL PERMIT APPLICATION [HERE](#).**