



CITY OF NOVI - COMMUNITY DEVELOPMENT

45175 Ten Mile Rd., Novi, MI 48375
Code Compliance Division (248) 735-5678

SIGN PERMIT APPLICATION

Permit Required per City of Novi Code of Ordinances, Chapter 28, Section 28-3

Sign Permit #
PS

Zoning District:

All Sign Permit applications must be accompanied by the following, on separate, full-sized sheets:

1. Fully dimensional drawing / sign schematics sheet with sign dimensions. The sign area shall be measured and presented as a boxed-in measurement of all text, graphics design characters, and/or ornamentation, including dead space. For changeable-copy (EMC) signs, include the additional isolated measurement details of the EMC portion of the sign. For halo-illuminated signs, include the additional isolated measurements of the spacing between the back of the sign/letters to the building wall.
2. Sign attachment / mounting details sheet.
3. Sign method of illumination if the sign shall be illuminated. - **All Illuminated** signs require an **Electrical Permit**.
4. Site plan showing the sign position / location on the property related to nearby buildings, structures or suites, indicating streets, easements, rights-of-way, and property lines, as well as distance measurements of the building frontage or setback measurement (depending on whether it is a single-tenant or a multi-tenant building or a ground sign) to the placement of the proposed sign.
5. Copy of the sign installer's trades license.

All Ground Signs require a separate **Sign Foundation Building Permit**. Please submit a separate Building Permit application for a ground sign foundation, along with two (2) signed/sealed engineered drawings and calculations. Ground Signs proposing to utilize an existing monument base / footing shall also submit engineered drawings.

Address of Installation _____ (include suite number) **Today's Date** _____

Owner of Sign _____ Owner's Email Address _____ Owner's Phone # _____

Owner's Address _____ City _____ State _____ Zip _____

TYPE OF SIGN: Awning/Canopy Ground Sign Entranceway Ground Sign Projecting Sign Wall Sign

Sign Erector/Sign Company _____ Sign Company's Phone # _____

Sign Erector's Address _____ City _____ State _____ Zip _____

Sign Erector's Trades License # _____ (include copy)

Is sign Illuminated? YES NO (circle one) **(If yes, an ELECTRICAL permit is required)**

Is sign a Halo-Illuminated sign? YES NO (circle one) **(If yes, you shall supply the distance between the back of the sign/letters to the placement on the building wall on the Sign Schematics sheet whereas the area of the halo shall be calculated in the overall area of the sign)**

Is sign a Changeable-Copy sign? YES NO (circle one) **(If yes, you shall supply an isolated measurement of the changeable copy portion of the sign on the Sign Schematics sheet)**

Is this a multi-tenant building? YES NO (circle one) Lineal frontage of this business _____ ft.
(for a multi-tenant building – MUST BE FIELD VERIFIED)

Height from Grade to Top of Sign? _____ ft. Measurement from center line of closest thoroughfare _____ ft.
(for a single-tenant wall sign OR any ground sign)

Size / Measurement of Sign: **Horizontal** _____ ft. **Vertical** _____ ft. **Total Area** _____ sq. ft.

Copy / Wording to be on Sign _____



CITY OF NOVI - COMMUNITY DEVELOPMENT

45175 Ten Mile Rd., Novi, MI 48375
Code Compliance Division (248) 735-5678

SIGN PERMIT APPLICATION

Permit Required per City of Novi Code of Ordinances, Chapter 28, Section 28-3

Sign Permit #
PS

Sign Permit Fees:

Application fee / Plan Review fee: \$40

Sign Permit fee: \$50

Additional Reviews/Revisions: \$40 ea.

SIGN PERMIT FEES ABOVE DO NOT INCLUDE ANY FEES FOR BUILDING, ELECTRICAL or RIGHT-OF-WAY PERMITS THAT MAY BE REQUIRED. Please contact the Novi Building Dept at (248)347-0415 for Electrical or Building (sign foundation) permits. Please contact the Novi Engineering Dept at (248)347-0454 for Right-of-Way permits (ground signs).

Signature of Applicant or Agent	<p>ALL SIGNS SHALL BE MEASURED AND INSPECTED ON THE GROUND PRIOR TO INSTALLATION and ALL ILLUMINATED SIGNS SHALL HAVE ELECTRICAL SIDEWALK AND FINAL INSPECTIONS.</p> <p>Visit the website "BSAONLINE.com" to schedule all Ground and Final inspections.</p>
Applicant Printed Name	
Applicant's Email Address	
Applicant's Phone Number	

For Office Use Only

Reviewed by: _____ Date: _____

Approved – Per Code Section #

Not Approved – Reason for Denial: _____

ZONING BOARD OF APPEALS (if applicable)

Approved ZBA Case No. _____ ZBA Meeting Date: _____

Variance details:

Denied

Do Not Write Below This Line