



SIGN PERMIT APPLICATION

Construction & Development Services
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Department Email: buildingadmin@wixomgov.org
Business Hours 7:15am – 5:30 pm, Monday - Thursday

Sign Permit Guidelines

Plans and permit application: Please remit the administrative fee, plan review and archiving fee (**\$71 nonrefundable**) and registration fee (**\$25 if not currently registered**) along with the completed application. A separate application is required for each sign. An electrical permit application should accompany the sign permit application (if necessary).

Upon approval, permit fees will be due (\$54 per required inspection).

Review time: *The permit application is generally processed within two weeks*

A permit is required for:

New signs (ground, monument, pole or wall)

Replacement signs

Vinyl window signs

Banners

Balloons or inflatable type signage must be approved by the Zoning Board of Appeals.

Fees:

| | |
|--------------------|--|
| Administrative fee | \$ 39 (for each permit) |
| Plan Review | \$ 27 (first half hour) |
| Archiving fee | \$ 5 (1% of permit fee, minimum \$5) |
| Registration fee | \$ 25 (city renewal concurrent with the state licensing) |
| Permit fee | \$ 54 (per inspection) |

SIGN PERMIT APPLICATION

The filing of this application will facilitate the applicant in a permit for the erection of a sign or outdoor display structure under the City of Wixom Zoning Ordinance. All applicable sections of this application must be completed (please type or print with ink).

Sign Location

Site Address _____

Parcel Number _____

Zoning District _____

Estimated Sign Cost _____

Sign Specialty Contractor Information

Contractor of Record _____

Qualifying Specialist _____

Company Name _____

Company Address _____

Company Phone / Fax _____

Company E-mail _____

License Number and Expiration Date _____

Sign Specialist License

Contractor of Record _____

Qualifying Specialist _____

Company Name _____

Company Address _____

Company Phone / Fax _____

Company E-mail _____

License Number and Expiration Date _____

Sign Details

Type of Sign _____

(ground, monument, wall, banner, A-Frame, vinyl window etc)

New sign

Replacement

Temporary

Wall, Canopy or projecting sign square footage is to be 10% of front façade or 100 sq. ft. whichever is less

Sign - Size/Measurement: Horizontal _____ Vertical _____ Area Sq. Ft. _____

Façade - Size/Measurement: Horizontal _____ Vertical _____ Area Sq Ft. _____

Electrical connection:

Not Applicable

Internal lighting

External lighting

(an electrical permit application is required)

Required Drawings:

1. A minimum of two (2) copies of a site plan must accompany this application. The site plan must be on a minimum of 8^{1/2}" X 11" paper and must show the property dimensions, all existing signs, their size (area, height, etc.), right-of-way lines, road edge and the location and size of any other important property characteristics, such as easements, utilities, structures, etc.
2. A minimum of two (2) copies of the rendering of the proposed sign(s) must also be submitted. Drawn to scale and showing all applicable dimensions.

Drawings must be a minimum scale of one-inch (1") per one foot (1').

SIGNATURE:

The aforementioned information is true to the best of my knowledge:

APPLICANT'S SIGNATURE

DATE

PRINT OR TYPE NAME

PROPERTY OWNER'S SIGNATURE

DATE

The applicant agrees to operate and/or maintain the sign to the satisfaction of the City of Wixom and conforming to all City of Wixom Codes and Ordinances.

AN ISSUED PERMIT DOES NOT RELIEVE APPLICANT FROM MEETING ANY APPLICABLE LAW OR CONSTRUCTION CODE.

Action by Department (Official use Only)

APPROVED _____

NOT APPROVED _____

ZONING DISTRICT _____

THE PROPOSED SIGN SQUARE FOOTAGE IS _____.

THE OVERALL ALLOWABLE SQ. FT. IS _____.

ANY FUTURE _____ SIGN CAN NOT EXCEED _____ SQ. FT.

DISPOSITION (AND/OR CONDITION): _____

DATE: _____ By _____