



# SIGN PERMIT APPLICATION

Construction & Development Services  
49045 Pontiac Trail, Wixom, MI 48393  
Phone: 248.624.0880 Fax: 248.624.0867

Internet: [www.wixomgov.org](http://www.wixomgov.org)

Department Email: [buildingadmin@wixomgov.org](mailto:buildingadmin@wixomgov.org)

Business Hours 7:15 am – 5:30 pm, Monday - Thursday

## Sign Permit Guidelines

### Plans and permit application:

1. 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.
2. A separate application is required for each sign.
3. An electrical permit application should accompany the sign permit application (if necessary).
4. Upon approval, permit fees will be due (\$54 per required inspection).
5. **The sign permit will not be considered issued until drawings have been approved and balance due has been remitted.**

**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<sup>1/2</sup>" 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 \_\_\_\_\_.

DISPOSITION (AND/OR CONDITION): \_\_\_\_\_

DATE: \_\_\_\_\_ By \_\_\_\_\_