CITY OF ROCHESTER
SIGN PERMIT APPLICATION

Building Department
400 Sixth Street
Rochester, MI 48307
Phone: (248) 651-9061
Fax: (248) 651-2624
Forms available at www.rochestermi.org

18 COLOR COPIES OF DESIGN REQUIRED BY PLANNING COMMISSION

PROJECT LOCATION

TYPE OF BUILDING	ADDRESS/ZONED

IDENTIFICATION – OWNER/LESSEE

NAME		ADDRESS	
CITY	STATE	ZIP	PHONE #

SIGN COMPANY

NAME		ADDRESS	
CITY	STATE	ZIP	PHONE #

BUILDING WALL SURFACE AREA FACING FRONT LOT LINE: HEIGHTH _____WIDTH _____ TOTAL _____

SIZE OF SIGN SURFACE AREA, TOTAL	SIGN HEIGHT:
SIGN SETBACKS-FRONT LOT LINE:	SIDE LOT LINES:

TYPE OF SIGN(S): ATTACHED ____ FREE-STANDING_____ ONE-SIDED_____ TWO-SIDED_____ WINDOW_____

METHOD OF ILLUMINATION: _____ COLORS OF INTERNALLY ILLUMINATED:_____

LIST TOTAL NUMBER AND SIZE OF EXISTING SIGNANGE (FRONT AND REAR) INCLUDING PERMANENT WINDOW SIGNAGE:

NUMBER OF SIGNS:_____ TOTAL SQUARE FOOTAGE OF EXISTING SIGNS_____

If Planning commission approval is required, this application shall be held in abeyance until approval is obtained. *See* zoning Ordinance for details. Permit fee must be paid prior to consideration by building inspector and/or Planning Commission.

Cost of proposed work:_____

I (we) hereby certify that the above answers and site plan illustrations are correct and true.

_____ _____
Business owner Sign contractor

Design approved by D.D.A. Date_____ _____
D.D.A. Director

This application must be furnished in duplicate, and when properly numbered and signed by the Building Inspector becomes a permit authorizing the construction of the sign as stated herein.

Building Inspector comments:_____

Permit Fee: $_____ Permit # PS_____ _____
Building Inspector

Date: _____ Deposit_____

This permit is granted on the express condition that the size, number, color and construction of the sign(s) shall in all respects conform to Ordinances and Codes of the City of Rochester regulating signs, and may be revoked at any time upon the violation of any of the provisions of said ordinances or Codes.

The structural elements must not be concealed until they are approved by the Building Inspector and if illuminated, the Electrical Inspector.

SECTION 2208. SIGN PERMIT APPLICATION REQUIREMENTS **REVISED 02/25/2016**

All applications for sign permits shall be made on forms provided by the Building Inspector and shall contain 18 complete color sets of the following minimum information for planning commission submittal; 3 complete sets for administrative submittal:

A. A sketch indicating the location of the subject property and current zoning classification.
B. A scale drawing of each sign, in the colors of the finished sign, indicating the size, shape, message, lettering style, and materials of the finished sign. (All required copies must also be in color.)
C. Building elevation sketches showing the position and size of each sign on the building and the location and size of any existing sign(s) on the same structure.
D. For free-standing signs, a site plan sketch showing the sign height, location of the sign on the site, and verifying compliance with all setback requirements.
E. If the sign will be illuminated, plans shall include all details regarding the location, type of fixture, color of the illumination, and method of shielding the lighting equipment to prevent glare. Illuminated signs shall be located not less than one hundred (100) feet from a residential district.

SIGN PERMIT APPLICATION

FEE CHART

	FEE	#ITEMS	TOTAL
Application Fee (Non-Refundable)	$35.00	1	$35.00
Includes signs up to six square feet			
Panel replacement in existing signs	$35.00		
For signs up to 12 square feet	$60.00		
For signs up to 48 square feet	$85.00		
For signs up to 100 square feet	$110.00		

Make checks payable to "CITY OF ROCHESTER"

TOTAL FEES

CHECK #_____

RECEIPT#_____