



CITY OF ROCHESTER SIGN PERMIT APPLICATION

Building Department
400 Sixth Street
Rochester, MI 48307
Phone: (248) 733-3700
Fax: (248) 733-3170

Forms available at www.rochestermi.org

18 COLOR COPIES OF DESIGN REQUIRED BY PLANNING COMMISSION

PROJECT LOCATION

TYPE OF BUILDING	ADDRESS/ZONED
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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: HEIGHT _____ 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 SIGNAGE (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 09/11/2019

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) Includes signs up to six square feet	\$40.00	1	\$40.00
Administrative Fee (Non-Refundable)	\$10.00	1	\$10.00
Panel replacement in existing signs	\$40.00		
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	\$125.00		

Make checks payable to "CITY OF ROCHESTER"

TOTAL FEES

CHECK # _____

RECEIPT# _____