



CITY OF ROCHESTER

SIGN PERMIT APPLICATION

APPLICATION TO BE SUBMITTED WITH 3 SETS OF SIGN PLANS AND SITE PLAN

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

I. PROJECT LOCATION

Street Address & Job Location (Street No. and Name)	Zoning District
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II. IDENTIFICATION—OWNER/LEASEE

Name			Address (Street No. and Name)		
City	State	Zip Code	Telephone Number	Email Address	

III. SIGN COMPANY

Name			Address (Street No. and Name)		
City	State	Zip Code	Telephone Number	Email Address	
Sign Contractor's License and Expiration Date (If Applicable)					

IV. SIGN INFORMATION

TYPE OF SIGN(S): ATTACHED _____ FREE-STANDING _____ ONE-SIDED _____ TWO-SIDED _____ WINDOW _____
BUILDING WALL SURFACE AREA FACING FRONT PROPERTY LINE: HEIGHT _____ WIDTH _____ TOTAL _____
SIZE OF SIGN SURFACE AREA—TOTAL _____ SIGN HEIGHT _____ SIGN WIDTH _____
SIGN SETBACKS FROM FRONT PROPERTY LINE _____ SIGN SETBACKS FROM SIDE PROPERTY LINES _____
METHOD OF ILLUMINATION: _____ COLORS OF INTERNAL ILLUMINATION: _____
CONSTRUCTION VALUE OF SIGN: _____
TOTAL NUMBER OF ALL EXISTING SIGNS: _____ TOTAL SQUARE FOOTAGE OF ALL EXISTING SIGNS: _____

V. CERTIFICATION

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE PROPERTY OWNER/LEASEE OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE PROPERTY OWNER/LEASEE TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN AND THE ORDINANCES AND CODES OF THE CITY OF ROCHESTER. ALL INFORMATION SUBMITTED WITH APPLICATION IS ACCURATE TO THE BEST OF OUR KNOWLEDGE.

Business Owner

Sign Contractor

Date

VI. CITY OF ROCHESTER APPROVAL

Design approved by D. D. A. Date: _____
D. D. A. Director

Permit # PS _____ Permit Fee: \$ _____ Date: _____
Community Development Director

SECTION 2208. SIGN PERMIT APPLICATION REQUIREMENTS

REVISED 09/06/2018

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.

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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# _____