



CITY OF MADISON HEIGHTS  
COMMUNITY DEVELOPMENT DEPARTMENT  
300 W. 13 MILE ROAD  
MADISON HEIGHTS, MI 48071  
(248) 583-0831

**FOR OFFICE USE ONLY**

PERMIT #: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

BY: \_\_\_\_\_

**PERMANENT SIGN PERMIT APPLICATION**

JOB ADDRESS: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

Check here to receive Notices of Repair by facsimile ☐ or e-mail ☐. E-mail address: \_\_\_\_\_

**FEES:**

No of Signs	Type of Sign	Fee	Cost ( No x Fee)
REQUIRED	Administrative Fee	\$30.00	\$30.00
	<b>New Permanent Signs:</b>		
	Ground Sign to 60 Sq. Ft.	\$200.00	
	Wall Sign up to 100 Sq. Ft.	\$200.00	
	Wall Sign over 100 Sq. Ft.	\$280.00	
	<b>Refacing:</b>		
	Ground Sign up to 60 Sq.Ft.	\$185.00	
	Ground Sign over 100 Sq. Ft.	\$265.00	
	Wall Sign up to 100 Sq. Ft.	\$185.00	
	Wall Sign over 100 Sq. Ft.	\$265.00	
	<b>Contractor Registration:</b>	\$30.00	
	Other		
	<b>TOTAL FEES:</b>		

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**FEES**

**PAID**

Permit: \_\_\_\_\_

Registration: \_\_\_\_\_

Investigative Fee: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Code Official Approval: \_\_\_\_\_

Date approved for issue: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

**PLANS:** **TWO COPIES** of a plan showing the overall length, width and thickness of the sign, and the complete message, as well as the dimensions of the lot and/or front of the building must be attached. In addition a plot plan is required for all ground signs and shall be fully dimensioned and show the location of the sign, all site improvements, the height of the sign above grade and above the adjacent roadway, and the uses on adjacent properties.

**HAVE PLANS BEEN SUBMITTED WITH THIS APPLICATION?**

☐ YES

☐ NO

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS:

APPLICANT'S SIGNATURE

DATE

DRIVER'S LICENSE NUMBER

DATE OF BIRTH

## **FEE SCHEDULE**

### **Signs**

All permits shall be assessed a non-refundable application fee of \$30.00.

Permit Fees: Permit fees are non-refundable and non-transferable.

#### **Permanent signs**

New Ground sign:	Up to 60 square feet	\$200.00
New Wall sign:	Up to 100 square feet	\$200.00
	Over 100 square feet	\$280.00
Reface Ground:	Up to 60 square feet	\$185.00
	Over 100 square feet	\$265.00
Reface Wall sign:	Up to 60 square feet	\$185.00
	Over 100 square feet	\$265.00

Contractor registration fees:

Sign Erector \$30.00

Re-Inspection fee: \$90.00 for each failed inspection