



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
	New Permanent Signs:		
	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	
	Refacing:		
	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	
	Contractor Registration:	\$30.00	
	Other		
	TOTAL FEES:		

DESCRIPTION OF WORK: _____

FOR OFFICE USE ONLY

FEES **PAID**

Permit: _____

Registration: _____

Investigative Fee: _____

Other: _____

TOTAL: _____

Code Official Approval: _____

Date approved for issue: _____

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