



Sign Permit Application

All applicable information **MUST** be provided
Separate Building and Electrical permits
may be required

City of Hamtramck
3401 Evaline
Hamtramck, MI 48212
(313) 876-7700 *ph.*
Authority: PA 230 of 1972

Job Location

Date of Application:

Name of Owner / Agent	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED	PERMIT #:
Street Address & Job Location (street no. & name)	Name of City in which job is located City of Hamtramck, MI, County of Wayne	

Contractor / Homeowner Information

Indicate who the Applicant is <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> HOMEOWNER		Name of Contractor or Homeowner	
Address (street no. & name)		State License Number	Expiration Date
City	State, ZIP Code	Registered with the City? <input type="checkbox"/> YES <input type="checkbox"/> NO	City Registration Expiration Date
Telephone No. (include area code)	Cell Phone No. (include area code)	E-mail Address	
Workers Compensation Insurance Carrier (or reason for exemption)		Federal Employer ID Number (or reason for exemption)	
MESC Employer Number (or reason for exemption)			

Type of Sign

Size and Materials

<input type="checkbox"/> Wall	<input type="checkbox"/> Awning	<input type="checkbox"/> Pole	Size (sq. footage) _____ (Horizontal) X _____ (Vertical) Total sq. footage _____ Weight _____	Materials Sign Face _____ Sign Frame _____	Illumination YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Ground	<input type="checkbox"/> Temporary	<input type="checkbox"/> Other – Describe Below:			
Other:					

Location

Location of Sign on Building or Property	Building Width (actual footage)
Lower Edge will be: _____ ft. above (select) <input type="checkbox"/> Alley <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street <input type="checkbox"/> Private Property	Inner Edge will be: _____ ft. from Building
Existing Signage: # of existing signs _____	Area in sq. footage of existing signage: _____
	Outer Edge will be: _____ ft. from building

CURRENT PHOTOGRAPH(S) OF THE BUILDING SIGNAGE AREA MUST BE INCLUDED WITH THE APPLICATION – APPLICATIONS WITHOUT PHOTOGRAPH(S) WILL NOT BE CONSIDERED

	FEES	# ITEMS	TOTAL
1. Permit Application (nonrefundable)	\$50.00	1	\$50.00
2. Sign up to 20 sq. ft.	\$125.00		
3. Sign over 20 sq. ft.	\$250.00		
TOTAL SQUARE FOOTAGE _____			
4. Temporary Sign	\$100.00		
5. Review Fee (If Applicable)			
6. Contractor Registration	\$100.00		
7. Other Fee			
Other Fee Desc:			
	TOTAL FEE		

- Construction documents, including site plans, shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in DETAIL that it will conform to the provisions of the code and local Ordinances.
- Construction shall not commence until a building permit has been issued.
- All mail in permits MUST have a self-addressed, stamped envelope.
- Applications must be accompanied by a signed owner contract and / or scope of work.

Applicant Signature

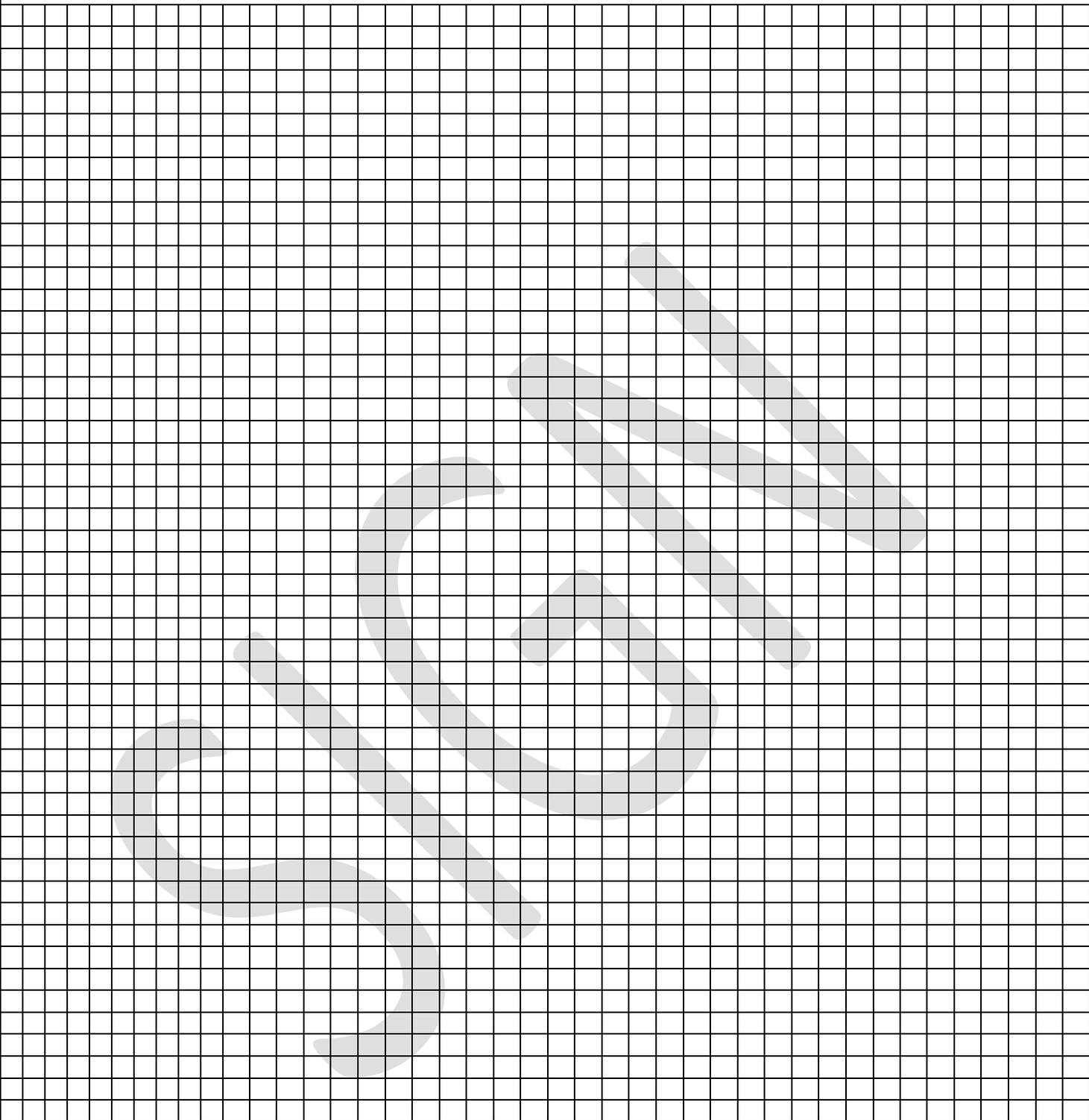
Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Signature of Licensee or Homeowner (homeowners signature indicates compliance with Section VI. Homeowners Affidavit)	Date
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Approval: Yes No Reviewed by Building: _____ Date: _____

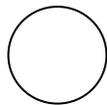
Approval: Yes No Reviewed by CED (Zoning): _____ Date: _____

Site or Plot Plan for Applicant Use



Indicate Direction of North within the Circle

A sign permit will not be issued unless
all dimensions are shown in drawing



The City of Hamtramck will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.