



CITY OF HAMTRAMCK - BUILDING DEPARTMENT

3401 EVALINE, HAMTRAMCK, MI 48212
(313) 800-5233 Ext. 814

Per Hamtramck City Ordinance 21-01, Chapter 121, §121.003, the City of Hamtramck is not accepting applications for any new Marijuana related businesses.

FOR OFFICE USE ONLY

PERMIT #:

DATE ISSUED:

BY:

SIGN PERMIT APPLICATION

JOB ADDRESS: _____

OWNER'S NAME: _____ PHONE: _____ FAX: _____

OWNER'S ADDRESS: _____ CITY: _____ ZIP: _____

APPLICANT: _____ PHONE: _____ FAX: _____

APPLICANT'S ADDRESS: _____ CITY: _____ ZIP: _____

All notices of repair are sent by e-mail. E-mail address: _____

FEES:

FOR OFFICE USE ONLY

No. of Signs	Type of Sign or Fee	Fee	Cost (No. x Fee)
Required	Administrative Fee	\$50.00	\$50.00
	Wall or Awning Sign up to 20 Sq. Ft.	\$125.00	
	Wall or Awning Sign over 20 Sq. Ft.	\$250.00	
	Ground or Pole Sign up to 20 Sq. Ft.	\$125.00	
	Ground or Pole Sign over 20 Sq. Ft.	\$250.00	
	Temporary Sign	\$100.00	
	Investigative Fee (no permit)		
	Other		
	TOTAL FEES:		

FEES

PAID

Permit:

Registration:

Investigative Fee:

Other:

TOTAL:

Code Official Approval:

Date approved for issue:

CHECK ALL THAT APPLY: () Illuminated ***Electrical permit required.** () Non-Illuminated

PLANS: TWO COPIES of a plan showing the overall length, width, height, thickness and projection of the sign, and the complete message and graphics, as well as the dimensions (width) of the lot and/or front of the building must be attached. In addition, a plot plan is required for all ground/pole 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

নথিপত্র বা দলিল পত্র গুলি সম্পূর্ণ করতে বা বোঝার জন্য অনুবাদ পরিষেবার দরকার হলে অনুরোধ করতে বিভাগীয় প্রধানের সাথে যোগাযোগ করুন।

إذا كانت هناك حاجة إلى خدمة الترجمة لأكمال المستندات أو فهمها،الرجاء التواصل بأدارة القسم لطلب المساعدة

FEE SCHEDULE

Signs

All permits shall be assessed a non-refundable application fee of \$50.00.

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

Permanent signs

All signs:	Up to 20 square feet	\$125.00
	Over 20 square feet	\$250.00

Temporary signs:

Temporary Signs:	\$100.00
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Contractor registration fees:

Sign Erector	\$ 15.00
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An investigative fee equal to the permit fee, shall be assessed if a permit was not **issued** prior to commencement of work.

The following must be included on the sign permit application:

- Length of building frontage.
- Dimensions of proposed sign.
- Depth of proposed sign.