



3338 Coolidge
 Berkley, Michigan 48072
 (248) 658-3320
 FAX (248) 658-3321
www.berkleymich.org

SIGN PERMIT APPLICATION

Application for a permit to (Describe what you are proposing to do):

Work being done at:

Address: _____ Day Telephone: _____

Name of Business: _____

Business Owner: _____

Sign Contractor:

Company Name: _____

License Holder: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ EMAIL: _____

Requirements:

A copy of your insurance must be on file for all contractors doing work in our city. No registrations or permits are issued without this information.

Two (2) sets of plans showing the following:

What will the sign look like?	What material is the sign?
Where will the sign be located?	How will the sign be installed or supported?
If the sign is a wall sign, how large is the wall?	Will the sign be illuminated*? An electrical permit is required
Dimensions must be shown on all plans.	

I agree to repair any damage done to public or private property.

“This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances.”

Refund Policy: Upon request, all cancelled permits with no inspections will be refunded at 50% of the permit costs with a minimum refund of \$25.00. Permit fees will not be refunded after inspections have been completed.

Signature _____

Print Name Signed _____

Date Received _____

Received by (Department Representative) _____

Department use only:

Approved _____

Stipulations _____

Date _____

Permit Number: _____

CITY OF BERKLEY SIGN SUMMARY

NO PERMIT NEEDED

- Window Signs (no more than 25% of the window can be covered)
- Any Sign 6 square feet (2 feet x 3 feet) or less
- Political Campaign Signs
- Real Estate Signs

ONE TIME PERMIT REQUIRED

- Wall Sign
- Projecting Sign
- Awning Signs
- Each Sign Permit Costs \$100 plus a \$50 bond (If sign is illuminated, Electrical Permit is required in addition)
- Each Business is allowed one sign per facing street (corner properties get 2 signs)

SIGNS PERMITTED TWICE YEARLY

- Banners
- Pennants
- Balloons
- Animated Signs
- Permit Required: Limited to 2 Permits per Year; 4 Weeks Total
- Permit Costs \$80 plus \$100 bond

For more detailed information or specific questions, consult Berkley's Sign Ordinance (www.berkleymich.org) or the Community Development Department (248) 658-3320.

Sign Permits: If sign is illuminated Electrical Permit required in addition	
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Registration	
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Sign Specialty Contractors	\$ 35.00
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Sign	
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Permanent	Permit	\$ 50.00
	Inspection	\$ 50.00
	Total Permit Fee	\$ 100.00
	Refundable Bond	\$ 50.00

Electrical for Illuminated Sign	
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First Sign	\$ 50.00
Additional Sign or Connection (each)	\$ 40.00

Liability Insurance Requirements for all Contractors	One Person	\$ 1,000,000.00
	Each Occurrence	\$ 2,000,000.00
	Property damage, each occurrence	\$ 1,000,000.00