



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

Planning Department  
248-524-3364

### SIGN PERMIT APPLICATION

#### APPLY BY EMAIL:

Email completed application and supporting documents to [planning@troymi.gov](mailto:planning@troymi.gov)

SIGN PERMIT FEE IS DUE WHEN PERMIT IS READY TO ISSUE

#### Check Box To Select Sign Type For Application

- WALL SIGN PAINTED ON WALL .....\$100.00
- WALL SIGN STRUCTURALLY ATTACHED .....\$150.00
- GROUND SIGN.....\$150.00
- SPECIAL EVENT SIGN .....\$115.00
- ROAD CLOSURE CONSTRUCTION SIGN .....\$115.00
- ADDITIONAL REVIEW .....\$90.00/HR
- ADDITIONAL INSPECTION .....\$90.00

**PROPERTY ADDRESS:** \_\_\_\_\_

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SPECIAL EVENT SIGNS ONLY: What 7-day period will signs be up? \_\_\_\_\_

ILLUMINATED SIGN? YES NO

ELECTRICAL CONNECTIONS BY: \_\_\_\_\_

ARE OTHER SIGNS ON THE PROPERTY: YES NO IF YES, DESCRIBE TYPE AND SIZE BELOW:

\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby declare(s) under penalty of perjury that the contents of this application are true to the best of my knowledge, information and belief.

The applicant accepts all responsibility for all information contained within this application, including attachments and/or plans, and the applicant releases the City of Troy and its employees, officers, and consultants from any responsibility or liability with respect thereto.

APPLICANT SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



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## TROY SIGN PERMIT PROCESS:

- Receive sign and if applicable, electrical permit.
- Construct the sign.
- Sidewalk inspection at City Hall
- Install sign. Footing inspection required for signs over 6 feet height.
- Final electrical inspection passes (energized signs only)
- Submit Certification Letter (where required).
- City approves Certification Letter.
- City schedules final Sign Permit Inspection.

## SUBMITTAL CHECKLIST

### WALL SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SEALED ENGINEERED SIGN CONSTRUCTION DRAWINGS SHOWING AT MINIMUM:
  - DIMENSIONS IN ***TENTHS***
  - CONSTRUCTION METHOD AND MATERIALS
  - WIND LOAD CALCULATIONS ***\*\*\*UP TO 115 MPH WIND LOAD\*\*\****
  - PROJECTION DISTANCE FROM THE WALL
  - METHOD OF ATTACHMENT TO THE WALL INCLUDING ***FASTNER TYPE, SIZE, AND FREQUENCY.***
- ELEVATION DRAWING SHOWING DIMENSIONS OF FRONT OF BUILDING OR TENANT AREA ***IN TENTHS.***
- ELEVATION DRAWING OR PHOTO SHOWING EXISTING WALL SIGNS
- AERIAL MAP OR KETCH PLAN OF ENTIRE PROPERTY SHOWING SIGN LOCATION ON THE BUILDING
- ELECTRIFIED SIGNS: A NOTE ON THE PLANS INDICATING THE SIGN WILL BE NFPA70 COMPLIANT. A SEPARATE ELECTRIC PERMIT IS REQUIRED.
- ALL SIGNS SHALL HAVE COMPLY WITH MICHIGAN BUILDING CODE 2015 APPENDIX H SIGNS MARCH 2020 AS MODIFIED BY THE CITY.

### GROUND SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SITE PLAN OR AERIAL MAP SHOWING:
  - RIGHT OF WAY LINE(S)
  - PUBLIC EASEMENTS
  - SIGN LOCATION
  - DISTANCE FROM RIGHT OF WAY LINE TO CLOSEST EDGE OF SIGN
  - LOCATION OF EXISITING GROUND SIGNS
  - LOCATION OF ANY ELECTRICAL CONDUCTORS WITHIN 6 FEET OF PROPOSED SIGN INCLUDING, BUT NOT LIMITED TO, LIGHT POLES, STREET LAMPS, TRAFFIC LIGHTS, OR ANY OTHER PUBLIC UTILITY POLE.



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- SEALED ENGINEERED SIGN CONSTRUCTION DRAWINGS SHOWING AT MINIMUM:
  - HEIGHT, WIDTH, AND DEPTH OF ALL SIGN AND SUPPORT STRUCTURE COMPONENTS IN **TENTHS.**
  - HEIGHT FROM GRADE TO TOP OF SIGN
  - CONSTRUCTION METHOD AND MATERIALS
  - FOOTING DETAIL INCLUDING **DEPTH**
  - WIND LOAD CALCULATIONS **\*\*\*UP TO 115 MPH WIND LOAD.\*\*\***
- ELECTRIFIED SIGNS: A NOTE ON THE PLANS INDICATING THE SIGN WILL BE NFPA 70 COMPLIANT. A SEPARATE ELECTRIC PERMIT IS REQUIRED.
- ALL SIGNS SHALL COMPLY WITH MICHIGAN BUILDING CODE 2015 APPENDIX H SIGNS MARCH 2020 AS MODIFIED BY THE CITY.

#### **DIGITAL/ELECTRONIC MESSAGE SIGNS**

- ALL WALL/GROUND SIGN INFORMATION AS APPLICABLE
- PLANS, SPECIFICATIONS, AND DESIGN DETAILS SHOWING THAT PROPOSED SIGN IS EQUIPPED WITH AUTOMATIC DIMMING SENSOR.
- WRITTEN CERTIFICATION FROM THE SIGN MANUFACTURER OR APPROVED TESTING AGENCY. MUST BE ON MANUFACTURER'S OR AGENCY'S LETTERHEAD, SIGNED BY THE CERTIFYING PERSON, WITH THEIR PRINTED NAME BELOW. **SEE ATTACHED TEMPLATE ON NEXT PAGE**
- ELECTRIFIED SIGNS: A NOTE ON THE PLANS INDICATING THE SIGN WILL BE NFPA 70 COMPLIANT. A SEPARATE ELECTRIC PERMIT IS REQUIRED.

#### **SPECIAL EVENT SIGNS**

- COMPLETED SIGN PERMIT APPLICATION
- DETAILED DESCRIPTION OF THE SPECIAL EVENT
- SITE PLAN OR AERIAL MAP SHOWING SITE LAYOUT, RIGHT OF WAY LINES AND SIGN LOCATION(S). INFORMATION INDICATING NUMBER AND DIMENSIONS OF PROPOSED SIGNS, INCLUDING BANNERS, FLAGS, COLD AIR BALLOONS AND OTHER FORMS OF SIGNAGE.
- ELECTRIFIED SIGNS: A NOTE ON THE PLANS INDICATING THE SIGN WILL BE NFPA 70 COMPLIANT. A SEPARATE ELECTRIC PERMIT IS REQUIRED.

#### **ELECTRIFIED SIGNS – typical problems to avoid (not all inclusive)**

- REQUIRED ONSITE, SIDEWALK INSPECTION OF UL LISTING AND MORE PRIOR TO INSTALLATION. EQUIPMENT MUST BE BROUGHT TO CITY HALL FOR INSPECTION. ADVANCE SCHEDULING REQUIRED.
- AN EXTERNAL DISCONNECT/SWITCH IS REQUIRED. SHALL NOT BE ATTACHED TO SIGN EQUIPMENT.
- PROVIDE CIRCUIT BREAKER LOCK, LOCKABLE IN THE OPEN POSITION, THAT REMAINS IN PLACE.