



# CITY OF FARMINGTON

Department of Economic & Community Development

## Commercial Sign Application

Email: [forms-permits-inspections@farmgov.com](mailto:forms-permits-inspections@farmgov.com)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sidwell # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Property Address: \_\_\_\_\_ Suite/ Unit \_\_\_\_\_  
Property Owners Name: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
Property Owners Email: \_\_\_\_\_@\_\_\_\_\_ Property Owners Cell # (\_\_\_\_) \_\_\_\_\_

**\*\* Each Contractor involved in the sign installation process must be properly registered at time of application \*\***

**(A Contractor Registration Form must accompany this application for any non-currently registered Companies)**

Sign Contractor Name: \_\_\_\_\_  
Building Contractor (if different from sign contractor) \_\_\_\_\_  
Electrical Contractor (if different from sign contractor) \_\_\_\_\_

Tenant Business Name \_\_\_\_\_

Proprietor Name: \_\_\_\_\_ Phone #\_(\_\_\_\_) \_\_\_\_\_  
Proprietor Email: \_\_\_\_\_@\_\_\_\_\_ Proprietor Cell #\_(\_\_\_\_) \_\_\_\_\_

**A minimum of two (possibly three) permits are required for each sign to be erected. (Zoning, Building, Electrical)**

**A separate application should be filled out for EACH individual sign requested.**

**The single application will be utilized for each individual sign.**

Submission Requirements shall include:

NOTE: ALL DRAWINGS MUST BE PREPARED BY A LICENSED DESIGN PROFESSIONAL LICENSED UNDER MICHIGAN P.A. 299 of 1980

- 1). The width and height to the roof line of the front (address side) of the building or tenant space
- 2). A fully dimensioned drawing of the proposed sign showing width, height, and depth
- 3). A Section Drawing of the Building Wall showing the actual composition of the Façade  
(Block, Brick on Block, Brick on conventionally framed wood or metal studs, EFIS on block or wood, Standing Seam Metal on wood or steel)

Section details must demonstrate how the proposed sign will be attached to the façade complete with type and size of fasteners & blocking

**NOTE: requesting to utilize lead anchors, lag shields, expansion anchors, red heads or wedge type anchors in brick facades will require additional engineering detail.**

- 4). An executed copy of the contract with the owner or tenant of the building or tenant space.

Note: If the contract is with the tenant, the owner(s) of the building must supply written authorization that he/she/they have reviewed the sign's design documents and approve the size, type, shape, location, number, color, and attachment methods to be utilized in the signs erection on their respective building.

PLEASE SEE REVERSE TO COMPLETE APPLICATION

- 5). Designate on the application when the sign(s) are internally illuminated Electric Signs, then the Sign must be:
- A). constructed / built in a facility approved as a UL Certified Manufacturer (UL48) (Listed Tag inspection with documentation), or
  - B). Built by a Michigan Licensed Electrical Contractor or a licensed sign contractor, in this case the sign must not be installed until it has received an open (face off) inspection from the City of Farmington Electrical Inspector on the ground or delivery truck prior to erection.
- 6). A Site Plan showing where the Sign will be located on the property
- 7). The height to the bottom of the sign (this should be shown on a frontal view)
- 8). The Height to the top of the sign (this should be shown on a frontal view)

Note: Monument signs must be depicted with dimensions showing how the sign will be placed with dimensions to property lines also dimensioned footing details, attachment details, and the construction specifications for any type of base, surround, or skirt.

- 9). Landscape plan in sketch form of how many and what types of plant material will be utilized on completion.

Please Complete the following Information.

Value of Contract \$ \_\_\_\_\_

Wall Signs:

Square footage of the front façade (to the roof line) of the Building / Tennant Space \_\_\_\_\_ Sq. Ft.

Square footage of the Proposed Sign \_\_\_\_\_

Depth of the Proposed Sign \_\_\_\_\_

Monument Signs:

Square footage of the Proposed Monument Sign \_\_\_\_\_

Distance between sign faces of the Proposed Monument Sign \_\_\_\_\_

Height of the Lower Edge of the Actual Sign Above Grade \_\_\_\_\_

Height to the Top of the Full Sign Structure Above Grade \_\_\_\_\_

I have attached a true executed copy of the sign erection contract with the property owner or tenant

Signature of Sign Contractor \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of applicant \_\_\_\_\_

If different from Sign Contractor

Signature of Building Contractor \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of applicant \_\_\_\_\_

Signature of Electrical Contractor \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of applicant \_\_\_\_\_

Building / Zoning Officials Approval: \_\_\_\_\_ Date \_\_\_\_\_

Stipulations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_