

INSTRUCTIONS TO APPLICANT
FOR SIGN PERMIT

City of Farmington

(248) 474-5500

1. Complete the attached application including all detail drawings, calculations and photographs and submit to the Building Department.
2. The building inspector shall examine the plans, specifications and other data. If in compliance with all requirements of the city code, a permit will be issued upon payment of the established fee and submittal of proof of insurance or posting of a \$10,000 bond.
3. You are required to attach the following to the application:
 - a. Scale drawing of sign indicating size (length, height and thickness), material, color, combustibility, method of support or attachment and area of sign in square feet;
 - b. In the case of a projecting sign, please indicate weight. In the case of an illuminated sign, please include name, address, and phone number of the electrical contractor and a copy of his electrical or sign specialist license;
 - c. Scale drawing of sign location indicating exact position on wall to which it is attached. Show relationship to doors, windows, roof line, height from ground and distance sign projects from wall. In the case of a ground sign, detail the location relative to the public right-of-way, buildings and parking, and the minimum and maximum height above the ground;
 - d. Copy of stress sheets and calculations showing sign structure design for dead load and wind pressure as required by ordinance;
 - e. Written consent of the owner if sign is to be erected on vacant land;
 - f. On all applications for signs within the CBD (Central Business District), a photograph of each exposed exterior wall. A photograph of all signs currently in existence is also required.
4. All sign requests in the CBD shall be reviewed by the city architect for compatibility in accordance with Chapter 35, Sec. 2.33(E). Sign requests outside this district may also require city architect review. The city administration may waive requirements of this section if deemed unnecessary.

Revised: February, 2004

APPLICATION FOR SIGN PERMIT

1. Address of Building: _____

2. Owner of Property: _____

Address: _____

City, State, Zip: _____

3. Business Name or Lessee: _____

Address: _____

City, State, Zip: _____

4. Architect or Engineer: _____

Address: _____

City, State, Zip: _____

5. Contractor or Sign Erector: _____

Address: _____

City, State, Zip: _____

Phone No: _____ Fax No: _____

E-mail: _____

6. Type of sign for which you are seeking approval. Check one:

Wall Sign _____ Marquee _____ Ground Sign _____ Temp. Sign _____

7. If applying for a sign attached to a wall, please designate which wall new sign will be attached:

Front _____ Side _____ Rear _____

If applying for a ground sign, where will the sign be place:

Front _____ Side _____ Rear _____

8. Dimensions of sign or signs:

Width _____ Height _____

One Face Sign _____ Two Face Sign _____ Other _____

Sq. Ft. of Sign _____

9. If wall sign show:

Front Wall Face Height _____ Width _____

Side Wall(s) Height _____ Width _____

Rear Wall Height _____ Width _____

Sq. Ft. of Front Face: Width x Height _____ sq. ft.

The ordinance requires 30 pounds per square foot of wind pressure and dead load. State your wind pressure and dead load. _____

NOTE: See Chapter 25 of the city code before submitting drawings, sketches, diagrams or prints.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent. Further, we agree to conform to all applicable laws of this jurisdiction.

Date: _____

Name (Please Print)

Signature

Address

City, State, Zip

Phone Number

CALL BEFORE YOU DIG – MISS DIG (800) 482-7171 OR 811