



City of Lathrup Village
 Building Department
 27400 Southfield Rd
 Phone (248) 557-2600
 Fax: (248) 557-2602

Office Use Only

Application Date: _____

Permit #: _____

Building Official

Approved _____

Not Approved _____

Sign Permit Application

Sign Location: _____

Business Information

Name: _____

License #: _____

Owner's Name: _____

Phone: _____

Business Email Address: _____

Contractor Information

Name: _____

Address: _____

City: _____

Zip Code: _____

Contractor's License #: _____

Phone: _____

Will you be applying for a DDA Sign Grant as well? _____

YES

NO

If so, please request a Sign Grant Application before completing the sign permit process.

Will your sign be illuminated? (this will require an accompanying electrical permit) _____

YES

NO

Sign Information

Type of Work	✓	Type of Sign	✓	Building Type	✓
Erect		Banner		Single Occupant Building	
Repair		Monument		Multi-Tenant with Shared Building Entrance	
Replace		Wall		Multi-Tenant with Individual Exterior Entrances	
Alter		Canopy			
Face Change Only		Village Center			

Total Cost of Sign Including Fabrication & Installation: _____

\$ _____

Required Information

Please Submit the Following:

- Two (2) detailed renderings showing dimensions, design, structure, and location of each particular sign
- Two (2) photographs of subject site
- Two (2) copies of building elevations which illustrate the position of the sign in relation to nearby buildings, structures, property lines, and right of way boundaries established by a submitted survey
- Insurance Policy or bond required by Ordinance
- Electrical permit (if necessary)
- Master Sign Plan for development (if a newly constructed or renovated building that houses more than one use)

Applicant Affidavit

I hereby certify that the above answers are correct and true and the above described sign will conform to the City of Lathrup Village Code and/or Ordinances regarding its erection, construction and maintenance. I also agree to repair any damage to public property and/or private property caused while erecting such sign(s).

Name: _____

Signature: _____

Variance Required? If so, describe Below

