



CITY OF OAK PARK

Department of Technical & Planning Services
 14300 Oak Park Boulevard Oak Park, MI 48237
 Phone (248) 691-7450 Fax (248) 691-7165
www.oakparkmi.gov

SIGN PERMIT

LOCATION: _____ DATE: _____
 PROPERTY OWNER: _____ PHONE: _____
 NAME OF BUSINESS: _____
 BUSINESS OWNER: _____ PHONE: _____
 CONTRACTOR: _____ PHONE: _____
 CONTRACTOR ADDRESS: _____
 FEDERAL ID #: _____ E-MAIL: _____

Please return this application with 3 scaled drawings of the proposed sign(s), complete and legible.

Each sign requires a separate application showing:

1. Sign location, measurements from all lot lines and buildings.
2. Colors of the finished sign, indicating size, shape, message, letter style and materials.
3. Building elevation sketches showing the position and size of each sign on the building and location and size of existing signs on the same structure.
4. Upright view of sign including footing, brackets, supports, building side or structure to which are attached, and relate facts and include all dimensions.
 - **Free standing signs** must include a site plan sketch showing the height and location on the sign on the site, and verify compliance with all set back requirements. All free-standing signs shall have a footing inspection.
 - **Illuminated signs** shall include details regarding the location, type of fixture, color of illumination, and method of shielding the lighting equipment to prevent glare. Illuminated signs shall be located not less than 100 feet from a residential district.

Review Fee: \$30 / Base Fee: \$50 / Sign fee \$60 (Total Sign Fee \$140.00)
Sign Contractor Registration Fee: \$20

Installation of ground/awning/canopies shall require a separate building permit application.

TYPE OF SIGN

<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Change of Wording				
<input type="checkbox"/> Wall <input type="checkbox"/> Ground <input type="checkbox"/> Pole <input type="checkbox"/> Awning/Canopy <input type="checkbox"/> Other:				
Wording: _____				
Will signs be illuminated? <input type="checkbox"/> NO <input type="checkbox"/> YES, a separate permit for wiring will be pulled by licensed electrical contractor				
Size of Proposed Sign:	height	x	length	& square feet
Square Footage of Façade:	height	x	length	& square feet
Zoning District _____				

"Section 23a of State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines."

APPLICANT SIGNATURE _____ **DATE** _____



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FOR OFFICE USE ONLY

APPROVED DENIED

INSPECTOR: _____ DATE: _____

ADDITIONAL NOTES: _____

TABLE OF FREESTANDING POLE SHOPPING CENTER IDENTIFICATION SIGN REQUIREMENTS

(Shopping center stores in B-1, B-2, PTRED and PCD only)

Freestanding Shopping Center Identification Sign	Less than 10,000 square feet in size	Between 10,001 and 99,999 square feet in size	Greater than 100,000 square feet in size
Maximum Height	15 Feet	22 Feet	24 Feet
Maximum Size	30 Square Feet	120 Square Feet	200 Square Feet
Shopping Center Name Minimum % of Display Area	100%	40%	40%
Individual Tenant Maximum % of Display Area	0%	40%	40%
Maximum Number of Tenants on Identification Sign	0	3	3

ABLE OF MAXIMUM ALLOWABLE WALL SIGN AREA, IN SQUARE FEET

(Shopping center stores in B-1, B-2, PTRED and PCD only)

Building Front Setback	Store Size In Square Feet				
	Less than 10,000	10,001 to 25,000	25,001 to 40,000	40,001 to 100,000	Over 100,000
Over 150 feet	240	300	380	460	560
101—150 feet	190	250	330	410	510
51—100 feet	150	210	290	370	470
0—50 feet	120	180	260	340	440

* In no instance shall the above table cause any wall sign to exceed 15 percent of the store's front wall surface area.



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SIGN APPLICATION

Submit application to the Building Division of the Technical & Planning Department

Sign Definition – The term “sign” shall mean the use of any words, numerals, figures, sculpture, devices, designs, insignia, imprints or trademarks by which anything is made known, advertised, or to promote the interests of any person, firm or corporation when the same is placed in view of the general public, whether displayed on a permanent or portable structure attached or not attached to a building, including painted directly on an exterior building wall or awning.

Application processing requires all requested information be correct, complete and legible. Each project requires a separate application. With each application, submit three (3) scaled drawings of proposed sign(s) and plot plan showing:

- Proposed sign location, including measurements from all lot lines and buildings (if applicable). Indicate location of other structures on the property, streets, alleys, easements, etc. Include dimensions of lot.
- Colors of the finished sign(s), indicating the size, shape, message, lettering style and materials.
- Building elevation sketches showing the position and size of each sign on the building and the location size of any existing sign(s) on the same structure.
- Upright view of sign including footing, brackets, supports, building side or structure to which attached, or related facts and include all dimensions.
- **Free-standing signs** – a site plan sketch showing the height of location of sign on the site, and verifying compliance with all setback requirements. **All free-standing signs shall have a footing inspection.**
- **Illuminated signs** – drawings shall include details regarding the location, type of fixture, color of illumination, and method of shielding the lighting equipment to prevent glare. Illuminated signs shall be located not less than one hundred (100) feet from a residential district.
- A licensed electrician shall obtain a separate permit for the sign connection, if applicable.
- Anyone installing a sign shall register as a Sign Erector (\$20).