



Signs Guidebook

April 2020

*City of Milan
Building Department
Guide to Signs*



MILAN

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City of Milan Building Department
147 Wabash Street
734-439-7089

INTRODUCTION

Signs

The City of Milan Building Department has prepared this Guidebook to assist you in the process of erecting a sign within our City.

This Guidebook contains important information that will help you understand the Sign Permit and construction process from application to completion. We have included details for areas that have generated confusion or delays in the past.

Codes Currently in Effect Plus Article 14 of the Zoning Ordinance.....Page 1

A list of the current Building Codes that will apply to your project.

From Application to Completion.....Pages 2-4

This is intended to be your general guide through the complete process. It provides information on the application requirements, Permits, and inspections.

Plan Review ChecklistPage 5

A guide to help you understand the information that needs to be contained in the construction drawings. Please take the time to make sure your drawings are complete. Construction drawings that contain all the necessary information and details will help expedite the review process.

Inspection RequestPage 6

Contains details required for requesting an inspection, making sure your job is ready for inspection, time inspections are performed and what the inspection tags mean.

General RequirementsPages 7

A list of requirements as they relate to each specific type of sign.

Monument Sign DocumentPage 8

Sample 8 ½” x 11” sheet with plot plan and sign rendering.

Wall Sign DocumentPage 9

Sample 8 ½” x 11” sheet with elevation and sign rendering.

These are some of the common items that may cause delays in the permit process. If your project is beyond the scope of this Guidebook, additional requirements may be necessary. Please call the City of Milan Building Department at 734-439-7089 if you have questions.

Note: This Guidebook is only intended to be a guide and is not all inclusive of the Milan Sign Ordinance (Article 14) or the 2015 Michigan Residential Code. For complete details of all requirements, please refer to the City of Milan Zoning Ordinance Article 14 or the 2015 Michigan Residential Code. The information in this Guidebook is subject to change without notice.

CODES CURRENTLY IN EFFECT

Signs

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Building:	2015 Michigan Residential Code
Plumbing:	2015 Michigan Residential Code
Mechanical:	2015 Michigan Residential Code
Electrical:	2015 Michigan Residential Code
Energy Code	2015 Michigan Residential Code

Codes can be purchased by going to the Michigan Department of Labor & Economic Growth, Bureau of Construction Codes & Fire Safety, Lansing, MI 48909, or their website at: <http://michigan.gov/bcc>.

CITY OF MILAN ZONING ORDINANCE ARTICLE 14

The City of Milan Zoning Ordinance Article 14 covers all aspects of the Sign Ordinance. Please refer to this before completing a Sign Permit Application. The City of Milan Zoning Ordinances can be reached at: https://www.milanmich.org/departments/building_department/index.php

FROM APPLICATION TO COMPLETION

Signs

A General Guide through the Entire Process

1. Information required for the Sign Permit Application

- **Sign Permit Application**
 - If non-property owner, authorization letter is required from property owner.
 - Forms are available at Building Department and online at <http://milanmich.org>
- **Construction Drawings – Three Sets**
 - See Plan Review Checklist on Page 5 for details
 - **Monument Signs**
 - Plot Plan, scaled – Three Sets
 - Sign Rendering, scaled
 - Monument Sign Document
 - 8 ½” x 11” sheet containing plot plan and sign rendering
 - **Wall Signs**
 - Sign Rendering, scaled
 - Elevation of building indicating height and location of sign
 - Wall Sign Document
 - 8 ½” x 11” sheet of paper containing the elevation of building indicating the height and location of the sign, the sign rendering as well as the total height & width of tenant space.

2. Sign Contractor Registration

- Sign Companies, Sign Contractors, Sign Specialty Contractors and Sign Erectors shall register with the City of Milan Building Department before an application may be submitted.

The following items are needed at the time of registration:

- Completed Contractor Registration Form
 - Form shall be notarized unless submitted in person by the contractor listed on the Contractor’s license.
 - Copy of Sign Contractor’s License (if applicable)
 - Copy of Sign Specialist’s License (if applicable)
 - Copy of Sign Contractor’s or, if not licensed, the Sign Company Owner’s Driver’s License or other photo identification
 - Certificate of Insurance
- The following individuals are authorized to obtain Sign Permits under the Contractor’s License:
 - ***Sign Permits (does not include sign electrical connection):***
The Contractor listed on the license or anyone whose name is listed as an authorized signer on the Contractor Registration Form.

- **Electrical Permits:**

The Electrical Contractor listed on the License and the Master (if authorized by the Electrical Contractor).

- **Electrical Permits (sign electrical connections only):**

The Electrical Contractor listed on the License and the Master (if authorized by the Electrical Contractor). Also, the Sign Specialty Contractor listed on the license and the Sign Specialist (if authorized by the Contractor).

3. Plans Reviewed

- Sign construction plans and plot plans are reviewed for proper construction standard and Sign Ordinance requirements for height, setbacks, square footage limitations, and corner clearance.
- Plans are reviewed in the order they are received.
- Plans that contain all the necessary information and details will help expedite the review process.
- The Permit Applicant will be notified if the information provided does not meet the Sign Ordinance or Building Code requirements or if additional information is needed.

4. Permit Ready

- The Permit Applicant will be notified when the Sign Permit is ready to be picked up.
- Sign permit fees are due at the time of issuance.
- Permit fees can be paid by cash, credit card, debit card, or check.

5. Electrical Permits

- Any sign requiring an electrical connection requires an electrical permit.
- A Sign Specialty contractor may obtain an Electrical Permit for the electrical connection only.

6. Inspections

Field inspections are required for all signs and shall be requested by the Permit Holder. See Inspection Requests on Page 6. The type and number of inspections vary depending on the type of sign. The type of inspections required for your project will be indicated in the Permit stipulations on your Sign Permit.

The following list of inspections is intended to help you understand the standard inspections and some of the common items the Inspector looks for during the inspection. **This is not intended to be an all-inclusive list.** Additional inspections may be required depending on the type and complexity of your project:

A. Permanent Wall Signs

- Final Electrical Inspection (if applicable)
 - After installation and connection of sign
 - Verify proper wiring and electrical connection
 - Final Electrical Inspection shall be approved prior to Final Sign Inspection
 - Final Sign Inspection
 - After sign is installed and final electrical inspection is approved
 - Verify size, height and message per approved plan
 - Verify construction attachment per approved plans

B. Permanent Monument Signs

- Footing inspection prior to pouring concrete
 - Verify proper footing size and depth
 - Verify footing location, setbacks and corner clearance
- Final Electrical Inspection (if applicable)
 - After installation and connection of sign
 - Verify proper wiring and electrical connection
 - Final Electrical Inspection shall be approved prior to Final Sign Inspection
- Final Sign Inspection
 - After sign is installed and final electrical inspection is approved
 - Verify size, height and message per approved plan
 - Verify construction attachment per approved plans

C. Temporary Signs

- Sign Inspection after temporary sign is installed
 - Verify proper setback, corner clearance, height and message according to approved plan
- Final Inspection to verify sign removed

PLAN REVIEW CHECKLIST

Signs

This list is provided as a guide to help you understand the information that needs to be contained on the plot plan and sign construction drawings. A complete set of construction plans containing all the necessary information will help expedite the review process.

Monument Signs

1. Three sets of sign construction drawings
 - Drawn to scale
 - Drawings must be clear and readable
 - Provide construction attachment details, footing width, length, depth and a scaled rendering of the sign
 - Construction plans, structural details and calculations designed by a State of Michigan Licensed Design Professional with their signature and seal may be required as determined by the Building Official.
2. Three sets of plot plans
 - Plan must indicate sidewalks and driveways with proper corner clearance indicated
 - All utilities must be indicated
 - Current and proposed road right-of-way with sign setback
 - Roadway length dimensions and intersections with proper corner clearance indicated
3. Monument Sign Document
 - 8 ½" x 11" sheet with plot plan and sign rendering (See Example on page 9)

Wall Signs

1. Three sets of sign construction drawings
 - Drawn to scale
 - Drawings must be clear and readable
 - Provide construction attachment details and a scaled rendering of the sign
 - Construction plans, structural details and calculations designed by a State of Michigan Licensed Design Professional with their signature and seal may be required as determined by the Building Official.
2. Elevation of building showing height and location of sign
3. Wall Sign Document
 - 8 ½" x 11" sheet with elevation and sign rendering (See Example in page 10)

INSPECTION REQUESTS

Signs

Contact the Building Department to schedule the inspection.

- At this time, you will be required to provide the following information:
 - **The Street Address of the job site.**
 - **The Permit Number.**
 - **The type of Inspection you are requesting.**

Inspections will be done Monday through Friday. Inspections may be available outside the normal business hours by special arrangement.

A request to cancel an Inspection needs to be called in to the City of Milan Building Department at 734-439-7089 before 9:00 a.m. on the day of the requested Inspection.

Please make sure your project is ready for your inspection. If your project is not ready for an inspection, the inspection will not be completed and a \$55.00 re-inspection fee may be charged. The following items shall be completed or in place at the time of the inspection:

- Safe access to the job site and throughout the area to be inspected.
- Approved plans and truss drawings on site.
- The job ready for inspection.
- The street address and lot number posted and visible from the street.
- Temporary soil erosion control properly installed (if applicable).
- The street kept clean.
- All construction materials and debris contained on the project property.

Inspection results will be left on site after each inspection has been completed.

Green Tag – Your Inspection has been approved.

Inspector's Report – Your Inspection has not been approved. The Report will contain a list of items that need to be addressed before calling for a re-inspection. A \$55.00 re-inspection fee will be charged for any items not corrected at the time of the second inspection. Inspections shall be approved before proceeding with the next phase of your construction project.

It is your responsibility as the permit holder to check the job site for the inspection results. Please read the information on all Inspection Reports. If you have any questions regarding this information, call the City of Milan Building Department at 734-439-7089.

GENERAL REQUIREMENTS

Real Estate Signs (one-family residential)

One on-premise Real Estate Sign per frontage advertising the premise for sale, rent or lease, not to exceed six (6) square feet in size and no taller than six (6) feet. These signs do not require a Sign Permit. Must be removed within 30 days of the sale or lease.

Garage Sale Signs

Residential garage sale signs may be displayed without a Permit. All garage sale signs must be placed on the private property where the sale is being held and shall not be attached to trees, telephone or light poles. Garage sale signs may be placed in the grassy area at street corners during permitted times, but in a limited quantity. Signs must be freestanding, are limited to two square feet in size and five feet in height, maximum number of two per parcel.

Grand Opening Signs

Grand opening signs for new businesses require a Permit and may be displayed one time only for up to 60 days. The temporary sign may be located no closer to the street right-of-way line than one half (1/2) the minimum authorized front yard depth.

Window Signs

Commercial signs displayed inside the window are limited to 33% of the windowpane. Temporary and permanent window signs shall be allowed on the inside provided that the total combined area of such signs, including incidental signs, shall not exceed one-third (1/3) or thirty-three (33%) percent of the total window area. However, all such signs shall be placed in a manner that will not block or impede visibility through the window by police, fire, and other public safety personnel.

Temporary Banners

Temporary banners require a Banner Permit depending on the size. No permit is required for banner signs under six (6) square feet in area; a permit shall be required for banner signs that are six (6) square feet or greater in area, up to a maximum of twenty-four (24) square feet. The temporary sign may be located in the required setback area but shall not be located within the road right-of-way.

Signs in Public Rights-of-Way

It shall be unlawful for any person to post or place any sign within any public right-of-way within the city, except signs authorized by the City of Milan.

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