



# City of Southgate – Sign Permit/Checklist

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING

14400 DIX-TOLEDO ROAD, SOUTHGATE, MICHIGAN 48195

PHONE: (734) 258-3030 FAX: (734) 281-6670

[www.southgatemi.org](http://www.southgatemi.org)

**There is a \$50 application fee + a \$20 plan review fee for all sign permits.**

DATE: \_\_\_\_\_

LOCATION \_\_\_\_\_

(When properly signed, this application grants permission to erect an approved)

<input type="checkbox"/> Wall Sign	Material:
<input type="checkbox"/> Ground Sign	Face:
<input type="checkbox"/> OTHER	Frame:

Horizontal Measurement:	
Vertical Measurement:	
Top of sign will be: (# of ft above ground)	
Lower edge will be: (# of feet above ground)	

Existing Sign	
Owner of Sign	
Address	
Phone	

Erector	
Address	
Phone	
Email	

Is sign illuminated?	
Electrical Contractor's Name:	
U.L. Approved?	
ESTIMATED COST: \$	FEE: \$

Signature of Sign Erector: X \_\_\_\_\_ Approved by: \_\_\_\_\_



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## SIGN CHECKLIST

All applications must include:

1. Address
2. Type of sign, grown or wall
3. Material of face and frame
4. If sign is illuminated
5. Who the electrical contractor will be
6. If it is U.L. approved

### Wall Signs:

1. Drawings of building, including length and height of each elevation
2. Measurement of sign, length and width
3. Measurement from the top of the sign to the grade
4. Measurement from the lower edge of the sign to the grade
5. If an existing sign is being removed and channel letters will be installed in its place, indicate how the building face will be restored
6. Drawing should indicate doorways for customer entry

### Ground Signs:

1. Drawing submitted same as for wall signs
2. New signs will include a certified engineer drawing (signed and sealed) for the footings of the sign
3. Site plan depicting where the sign will be located, including building(s), streets, approaches, corners and driveways

### Awnings and Canopies:

1. Drawing submitted same as for wall signs
  - a) Measurement of projection into the public right-of-way
  - b) Connection details to building
  - c) Size of lettering (square footage)
  - d) Indicate doorways for customer entry