

**CITY OF HIGHLAND PARK
BUILDING DEPARTMENT
12050 WOODWARD AVE.
HIGHLAND PARK, MI 48203
(313) 252-0050 Ext. 209**

FOR OFFICE USE ONLY

PERMIT #: _____

DATE ISSUED: _____

BY: _____

SIGN PERMIT APPLICATION

JOB ADDRESS: _____

OWNER'S NAME: _____ PHONE: _____ FAX: _____

OWNER'S ADDRESS: _____ CITY: _____ ZIP: _____

APPLICANT: _____ PHONE: _____ FAX: _____

APPLICANT'S ADDRESS: _____ CITY: _____ ZIP: _____

All notices of repair are sent by e-mail. E-mail address: _____

FEES:

No. of Signs	Type of Sign or Fee	Fee	Cost (No. x Fee)
Required	Administrative Fee	\$50.00	\$50.00
	Wall or Awning Sign up to 20 Sq. Ft.	\$125.00	
	Wall or Awning Sign over 20 Sq. Ft.	\$250.00	
	Ground or Pole Sign up to 20 Sq. Ft.	\$125.00	
	Ground or Pole Sign over 20 Sq. Ft.	\$250.00	
	Temporary Sign	\$100.00	
	Other _____		
	TOTAL FEES:		

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	<u>FEES</u>	<u>PAID</u>
Permit:	_____	_____
Registration:	_____	_____
Investigative Fee:	_____	_____
Other:	_____	_____
TOTAL:	_____	_____

Code Official Approval: _____

Date approved for issue: _____

Check all that apply: Illuminated Non-illuminated

PLANS: **TWO COPIES** of a plan showing the overall length, width, height, thickness and projection of the sign, and the complete message and graphics, as well as the dimensions (width) of the lot and/or front of the building must be attached. In addition a plot plan is required for all ground/pole signs and shall be fully dimensioned and show the location of the sign, all site improvements, the height of the sign above grade and above the adjacent roadway, and the uses on adjacent properties.

HAVE PLANS BEEN SUBMITTED WITH THIS APPLICATION? YES NO

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS:

APPLICANT'S SIGNATURE DATE DRIVER'S LICENSE NUMBER DATE OF BIRTH

FEE SCHEDULE

Signs

All permits shall be assessed a non-refundable application fee of \$50.00.

Permit Fees: Permit fees are non-refundable and non-transferable.

Permanent signs

All signs:	Up to 20 square feet	\$125.00
	Over 20 square feet	\$250.00

Temporary signs:

Temporary Signs:	\$100.00
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Contractor registration fees:

Sign Erector	\$50.00
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