

**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)
<b>Required</b>	Administrative Fee	\$50.00	<b>\$50.00</b>
	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 _____		
	<b>TOTAL FEES:</b>		

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

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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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