



## City of Ann Arbor

### PLANNING & DEVELOPMENT SERVICES — CONSTRUCTION SERVICES

*Mailing:* 301 E. Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647  
*Location:* Larcom City Hall | First Floor | 301 E. Huron St. | Ann Arbor, MI 48104-6120  
p. 734.794.6263 | f. 734.994.8460 | [building@a2gov.org](mailto:building@a2gov.org)

### SIGN INFORMATION SHEET

If you are just **replacing lettering** on an **existing sign**, you must include:

- Sign Application
- Photo or drawing of lettering including dimensions

If you are installing a **new sign/awning WITHOUT lighting**, you must include:

- Building permit with 2 sets of signed and sealed drawings, done by an architect or structural engineer, detailing the connection and/or construction.
- Building permit application.
- Sign Application
- Photo or drawing of lettering including dimensions

If you are installing a **new sign WITH lighting**, you must include:

- Building permit with 2 sets of signed and sealed drawings, done by an architect or structural engineer, detailing the connection and/or construction.
- Building permit application.
- Sign Application
- Photo or drawing of lettering including dimensions
- Have a licensed electrical contractor (either sign specialist/specialty or electrical contractor/master) obtain an electrical permit.

If you are installing **an awning with signage** on it, you must include:

- Building permit with 2 sets of signed and sealed drawings, done by an architect or structural engineer, detailing the connection and/or construction.
- Building permit application.
- Sign Application
- Photo or drawing of lettering including dimensions

You must be a **REGISTERED CONTRACTOR** if the sign is illuminated; you will need:

- A registration form
- Copy of the sign specialty and sign specialist license
- Copy of the license holder's driver's license
- \$25 fee



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### SIGN PERMIT APPLICATION

Permission is requested by the Contractor and by the Owner to perform work as described below and in the following pages, and as shown on the attached plans.

**YOU MUST FILL IN ALL FIELDS**

<b>SIGN LOCATION</b>	Address _____		Business Name _____		
	Name _____		Ph _____		
<b>PROPERTY OWNER</b>	Address _____		City _____		
	_____		Email _____		
<b>SIGN CONTRACTOR/ ERECTOR</b>	Last Name/Business _____		Ph _____		
	Address _____		City _____		
_____		Insurance Carrier, Policy #, Exp Date _____		Fax _____	

Contractor/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is sign illuminated?  Yes  No If yes, an electrical permit is required.

<b>REQUIRED INFORMATION</b> Building Frontage (feet) _____ Setback _____ <i>(property line to the nearest edge of the sign)</i> Sign Dimensions _____ Height (from grade) _____ Weight) _____ Sign Material _____ Method of Attachment _____ TOTAL EXISTING SIGNAGE FOR THE BUSINESS _____	<b>TYPE OF SIGN</b> <input type="checkbox"/> Ground Pole <input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Awning <input type="checkbox"/> Roof <input type="checkbox"/> Banner <input type="checkbox"/> Marquee <input type="checkbox"/> Monument	<b>SIGN USE</b> <input type="checkbox"/> Identification <input type="checkbox"/> Advertising <input type="checkbox"/> Business	<b>PLACEMENT</b> <input type="checkbox"/> On Premise <input type="checkbox"/> Off Premise
		<b>ILLUMINATED</b> <input type="checkbox"/> Incandescent <input type="checkbox"/> Fluorescent <input type="checkbox"/> Neon Approval Lab _____ Listing # _____	<b>TEMPORARY</b> <input type="checkbox"/> Real Estate <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Vacant Lot <input type="checkbox"/> Construction
<b>HISTORIC DISTRICT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No District _____ Approval _____			

You **MUST** submit **TWO (2)** copies of plans.

**SIGN/SKETCH AND ATTACHMENT/DETAIL:**

- Attached Information
- Single Faced
- Double Faced

**LOCATION/SITE PLAN:**

- Attached Information

**OFFICE USE ONLY**

- Permit Approved
- Permit Disapproved

Inspector \_\_\_\_\_

Date \_\_\_\_\_

**REMARKS**

**FEES**

\$ \_\_\_\_\_



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**PAYMENT COVER SHEET**

**NAME:** \_\_\_\_\_

**COMPANY/PROPERTY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**CREDIT CARD NUMBER:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_