



CITY OF NOVI - COMMUNITY DEVELOPMENT

45175 Ten Mile Rd., Novi, MI 48375

(248) 735-5678

Sign Permit # PS
(for office use only)

SIGN PERMIT APPLICATION

Permit Required per City of Novi Code of Ordinances, Chapter 28, Section 28-3

Zoning District:

All Sign Permit applications must be accompanied by one fully dimensional drawing of the sign, including details of the sign schematics with measurements, proposed location of the sign, a rendering showing position of sign related to nearby suites/buildings/structures and property lines, site plan with distance measurement showing sign location, any easements, and right-of-way. All illuminated signs require an Electrical Permit

All Ground Signs require a separate Sign Foundation Building Permit. Please submit a separate Building Permit application for a ground sign foundation, along with two (2) signed/sealed engineered drawings and calculations to the Novi Building Department.

Address of Installation (include suite number) Today's Date

Owner of Sign Owner's Email Address Phone #

Owner's Address City State Zip

Sign Erector/Company Phone #

Sign Erector's Address City State Zip

TYPE OF SIGN: Awning/Canopy Ground Sign Entranceway Projecting Wall Sign

Is this sign illuminated? Is this a multi-tenant building? Lineal frontage of this business: (If yes, an ELECTRICAL permit is required) (For a multi-tenant building)

Is this sign a Changeable-Copy ground sign?

Measurement from center line of closest/adjacent thoroughfare (For a single-tenant wall sign OR any ground sign)

Size/Measurement of Sign: Horizontal Vertical Total Area Sq. Ft.

Height from Grade to Top of Sign? ft. Copy/Wording to be on Sign:

SIGN PERMIT FEE DOES NOT INCLUDE ANY FEES FOR BUILDING, ELECTRICAL OR RIGHT-OF-WAY PERMITS THAT MAY BE REQUIRED.

Signature of Applicant or Agent

Applicant Printed Name

Applicant's Email Address

Applicant's Telephone Number

ALL SIGNS SHALL BE MEASURED ON THE GROUND PRIOR TO INSTALLATION.

ALL ILLUMINATED SIGNS SHALL HAVE AN ELECTRICAL SIDEWALK INSPECTION.

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Reviewed by: Date:

- Approved - Per Code Section #
Not Approved - Reason for Denial:

ZONING BOARD OF APPEALS (if applicable)

- Approved ZBA Case No.
Denied ZBA Meeting Date: