



**PERMANENT SIGN**  
**ORDINANCE APPLICATION REQUIREMENTS**

**Site Plan:**

Scale must be either 1/16"=1' or 1"=20'

Site plan must show:

- Location of proposed sign(s)
- All buildings and structures with dimensions
- All property lines, driveway locations and easement locations with dimensions, show location of any driveways or existing ground signs on adjacent property

**Elevation:**

- Show a representation of the entire side of the building or lease space if it is a wall or awning sign. A digital photo is recommended. Provide length and height of sign and length and height of wall (do not count roof structure as wall area)
- Provide an accurate graphic of what the final sign will look like
- Elevations must also be submitted for ground signs, which shall indicate overall dimensions of the sign

**Face Change to Existing Sign :**

If the work indicated does not alter the base structure and merely involves repainting or sliding out of plastic panels, then an architect or engineer seal is NOT required on the submitted plans.

**Attachment Detail for New Wall or Awning Sign:**

***Shall be signed and sealed by a licensed Michigan design professional (registered engineer or architect).*** This is required for all interior mall signs and permanent outdoor wall and awning signs of any size which are mounted over doorways or a public way. The seal requirement may be waived at the discretion of the Building Official with regard to interior mall signs or outdoor wall signs, which consist of lightweight plastic or aluminum individual pin-mounted letters which the Building Official determines would not present apparent injury risk or hazard to the public.

Notice to sign erectors: We do not accept "generic" all-purpose attachment details for signs or awnings. The document submitted shall be site-specific to the particular job and shall identify the materials and conditions as existing in the field.

Upon sealing the attachment detail the following shall be addressed:

- Identify wall material and construction
- Provide dimensions and weight of proposed sign
- Identify applicable wind, snow and dead loads per current adopted Building Code
- Address shear strength of fasteners
- Address the potential for pull-out failure of the fastener and wall material
- Indicate total number, type, length, spacing, and diameter of fasteners
- Show code-compliant attachment to structural or load-bearing components\*

\*Note: Brick veneer is not a structural component

Sealed attachment details which do not satisfactorily address all the above items will be rejected.

**Foundation Detail for New Ground Sign:**

***Shall be signed and sealed by a licensed Michigan design professional*** when the sign area exceeds 20 square feet or if sign is located closer to a public right-of-way than the height of the sign above ground level, or when the weight of the sign exceeds 500 pounds.

Upon sealing the foundation detail, the following shall be addressed:

- Identify all structural components
- Identify applicable wind, snow and dead loads per the current adopted Building Code
- Indicate steel structure with proper attachment and embedment to foundations
- Indicate type of concrete, compressive strength, air entrainment, type of reinforcement
- Indicate attachment method (i.e. site weld, through-bolt) and address all potential stresses at point of attachment between sign board and pole.

Sealed foundation details which do not satisfactorily address all the above items will be rejected.

(continued on back)



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ORDINANCE APPLICATION REQUIREMENTS

<p><b>Outdoor Wall Signs/Awning signs:</b></p> <ul style="list-style-type: none"> <li>• Size: total signage may cover up to 10% of the wall face of the building, or 10% of the wall face of tenant lease space</li> <li>• Signs cannot obstruct window or door openings</li> <li>• Signs may project from the building no more than 12" into or over public property</li> <li>• Wall signs cannot project more than 12" from the wall</li> <li>• Awnings may project into public right-of-way up to 2/3 the width of the sidewalk measured from the building</li> </ul>	<p><b>Outdoor Ground or Pole signs:</b></p> <ul style="list-style-type: none"> <li>• Size: Plastic facing in electric signs cannot exceed 100 sq. ft.</li> <li>• Signs located within required building setback lines must measure min. 8'-6" above grade (see schedule 29.02 of the Dearborn Zoning Ordinance for required building setback distances)</li> <li>• Required minimum distance from property lines: 3'</li> <li>• Required minimum distance from the next nearest ground sign as measured parallel to property lines: 20'</li> </ul>
<p><b>Prohibited signs:</b></p> <ul style="list-style-type: none"> <li>• Roof signs- signs mounted on the roof or signs which extend over the roof</li> <li>• Signs mounted on un-braced parapet walls</li> <li>• Signs that extend above the wall coping</li> <li>• Cloth, paper, poster board or other combustible materials</li> <li>• Signs which flash are prohibited</li> </ul>	<p><b>Interior Mall signs:</b></p> <ul style="list-style-type: none"> <li>• Area of sign cannot exceed 20% of the lease space wall area</li> <li>• Must comply with current adopted Building Code applicable sections</li> </ul> <p><b>Requirements for all signs:</b></p> <ul style="list-style-type: none"> <li>• Wording must relate to the commercial activity conducted on the premises (must match the named occupant on the current Certificate of Occupancy).</li> <li>• Plastic facing in electric signs cannot exceed 100 sq. ft.</li> </ul>
<p><b>Design Review:</b></p> <ul style="list-style-type: none"> <li>• Special review by the Design Review Committee is required prior to permit approval only if your property is located within one of the two Downtown Business Districts. <u>Consult zoning map for exact district boundaries</u></li> <li>• Note the appeal number and submit copy of approved plans and "Certificate of Approved Design" issued by the Design Review Committee with your permit application</li> </ul>	
<p><b>Building Board of Appeals:</b></p> <ul style="list-style-type: none"> <li>• Requests for variances from the sign ordinance are routed to the Building Board of Appeals.</li> <li>• If you have previously obtained a variance for your sign, provide the appeal number and submit copy of Building Board approved plans and with your permit application.</li> </ul>	
<p><b>Fees:</b></p> <ul style="list-style-type: none"> <li>• <b>Plan examination fee</b> is \$50 per application for permanent signs</li> <li>• <b>Sign permit fee</b> is based on type of sign:             <ul style="list-style-type: none"> <li>○ <u>Wall signs</u>: \$25 for each sign</li> <li>○ <u>Ground, marquee &amp; projecting signs</u>: \$60 for each sign structure</li> <li>○ <u>Interior mall signs</u>: \$25 each sign</li> <li>○ <u>Face changes</u>: \$25 for all related face changes per business, plus \$15 plan fee.</li> </ul> </li> <li>• <b>Building permit fee</b> for the new structure or new awning which will receive signage is based on contract cost: \$85 for cost up to \$2000, plus \$10 for each additional \$1000 of construction cost above \$2000</li> <li>• <b>Commercial Revised document fee</b> is based on a new fee schedule.</li> </ul> <p><b>Electrical Permit:</b></p> <ul style="list-style-type: none"> <li>• A separate electrical permit is required for all illuminated signs. The electrical permit must be obtained prior to the issuance of the sign permit.</li> </ul>	<p><b>Sign Ordinance Online:</b></p> <p>This publication is for informational purposes only and is subject to change. For official ordinance text, consult the relevant City of Dearborn Code of Ordinance sections (Ch. 5 article XII), available from the City Clerk and also free online at <a href="http://www.municode.com">www.municode.com</a></p>



# CITY OF DEARBORN

PERMIT & PLAN REVIEW OFFICE  
 16901 Michigan Ave., Suite 6., Dearborn, MI 48126  
 (313) 943-2442

<b>FOR OFFICE USE ONLY</b>
PERMIT NO. _____
DATE _____

## PERMANENT SIGN PERMIT APPLICATION

<b>PERMIT SITE ADDRESS- INCLUDE SUITE NUMBER</b>	<b>ZIP CODE</b>
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**1. INSTRUCTIONS:**

- Complete, accurate and legible information must be provided in every box: Write "N.A." if question does not apply
  - For multiple signs at a single site, submit an additional front page for each sign
  - Submit (3) copies of complete construction documents which adequately describe the proposed work, including:
    - a) An accurate site plan showing location of sign(s) in relation to structures and property lines
    - b) Clear dimensioned elevations showing an accurate graphic representation and location of proposed sign(s)
    - c) Attachment and/or foundation details sealed\* by licensed architect or engineer (required in most cases)
  - It is the applicant's responsibility to ensure that all required information is provided and that the work proposed herein complies with all building code and city ordinance requirements. Failure to do so will result in undue delay
- \* Refer to attached information sheet for sealed plan requirements and an overview of ordinance requirements

<b>2. NAMED OCCUPANT (as written on C of O):</b>	<b>TYPE OF INSTALLATION (CHECK ONE)▶</b>	3. <input type="checkbox"/> New Sign with New Structure	4. <input type="checkbox"/> Face Change to Existing Sign Structure	5. <input type="checkbox"/> Interior Mall Sign
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<b>6. TYPE OF SIGN (CHECK ONE):</b> <input type="checkbox"/> Wall <input type="checkbox"/> Awning <input type="checkbox"/> Ground sign (pole) <input type="checkbox"/> Marquee <input type="checkbox"/> Wall sign-projecting or "blade" type <input type="checkbox"/> Canopy with stanchions <input type="checkbox"/> Ground sign (monument) <input type="checkbox"/> Other (specify): _____	<b>7. WORDING:</b>
<b>8. NUMBER OF SIGN FACES:</b> <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> More than two (specify): _____	

<b>9. DIMENSIONS OF SIGN STRUCTURE</b> (for <u>ground signs</u> state: length x height of panel x overall height; for <u>awnings</u> state: structure length x height x projection; for <u>wall signs</u> state: length x height):  _____ x _____ x _____	<b>10. AWNINGS ONLY: DIMENSION OF LETTERING AREA INCLUDING ANY GRAPHICS OR LOGO</b> (length x height):  _____ x _____	<b>11. IF WORDING INCLUDES NON-ENGLISH SCRIPT, PROVIDE ENGLISH TRANSLATION HERE:</b>
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<b>12. DISTANCE FROM GRADE TO BOTTOM EDGE OF SIGN:</b>	<b>13. MATERIAL OF SIGN BOX/ STRUCTURE:</b>	<b>14. MATERIAL OF SIGN FACE:</b>	<b>15. TYPE OF ILLUMINATION:</b> <input type="checkbox"/> Internal * <input type="checkbox"/> External * <input type="checkbox"/> None <small>* separate electrical permit will be required</small>	<b>16. UNDERWRITER'S LABORATORY LABEL NUMBER</b> (Required for illuminated signs)
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<b>17. ARCHITECT OR ENGINEER IN RESPONSIBLE CHARGE</b> REQUIRED in most cases* if <b>box 5</b> or <b>box 7</b> was checked: Name _____ A/E Address _____ Telephone _____ Michigan license number _____ Expiration date _____ <small>* Refer to attached information sheet for sealed plan requirements</small>	<b>18. CONSTRUCTION COST</b> REQUIRED in most cases* if <b>box 5</b> or <b>box 7</b> was checked. <u>Attach copy of signed contract</u> \$ _____ <small>* contract should itemize cost of sign/awning</small>	<b>19. BUILDING BOARD OF APPEALS:</b> If a variance has been granted pertaining to the work proposed, provide appeal number:  _____ and <i>attach copy of Building Board approved plans.</i>
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<b>20. DESIGN REVIEW:</b> Only for properties located within the Downtown Business District (DBD). Provide the Design Review case number:  _____ and <i>attach a copy of approved plans and "Certificate of Approved Design"</i> issued by the Design Review Committee.
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<b>FOR OFFICE USE ONLY</b>
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PROPERTY OWNER INFORMATION/AFFIDAVIT	
21. I do hereby certify that I am the owner and/or authorized agent of the property herein described as (PRINT SITE ADDRESS) _____ and that I have given the applicant herein named permission to perform the work described in this application.	
22. PROPERTY OWNER NAME (PRINT)	23. If Business Name, print authorized agent's name
24. PROPERTY OWNER'S ADDRESS	25. CITY/STATE/ZIP
26. PHONE NUMBER	27. EMAIL ADDRESS (optional)
28. SIGNATURE OF PROPERTY OWNER/AUTHORIZED AGENT	29. DATE

NOTARIZED CONTRACTOR-APPLICANT INFORMATION/AFFIDAVIT		
30. COMPANY NAME	31. DEARBORN CONTRACTOR REGISTRATION NUMBER	
32. COMPANY ADDRESS	33. COMPANY PHONE NUMBER	
34. CITY/ STATE/ ZIP	35. COMPANY EMAIL ADDRESS or FAX NO.	
36. NAME OF COMPANY-AUTHORIZED REPRESENTATIVE (PRINT)	37. DATE OF BIRTH	48. DRIVER'S LICENSE OR STATE ID NUMBER AND EXPIRATION DATE
I affirm that the information provided in this application and the accompanying drawings which are a part of this application, is accurate. Application is hereby made for a permit to perform the work described in this application and the accompanying drawings which are a part of this application. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances adopted and enacted by the City of Dearborn. All contractor registration information on file with the City Clerk's Office must be current. The City may remove or cause to be removed any and all temporary signs and/or decorations that are displayed past the permitted time period.		
39. SIGNATURE OF COMPANY-AUTHORIZED REPRESENTATIVE		40. DATE
41. NOTARIZATION: Subscribed and sworn to before me this _____ day of _____, _____  _____ (signature) Notary Public, _____ County, Michigan.  _____ My commission expires _____ (Notary printed name)		

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<b>PLAN INTAKE CHECKLIST:</b>		
1. If <b>box 5</b> or <b>box 7</b> is checked: Detail sheet is stamped & signed by a Michigan Registered Design Professional <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N.A.		
2. If <b>box 5</b> or <b>box 7</b> is checked: Contract is attached and matches scope of work indicated: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N.A.		
3. Application is <b>legible and complete</b> with owner's signature & a reachable phone number <input type="checkbox"/> YES <input type="checkbox"/> NO		
4. (3) copies of site plan and other plans are legible, elevations are clear, complete with dimensions <input type="checkbox"/> YES <input type="checkbox"/> NO		
5. Design Review required? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Plan reviewer: write total number of signs and their types and sizes:		Intake technician _____
<input type="checkbox"/> APPROVED  <input type="checkbox"/> APPROVED AS NOTED  Additional Comments:  _____ <small>Plan reviewer</small>  _____ <small>Date</small>	PLAN REVIEW FEE Non-Refundable	\$ 50.00
	Administrative Fee Non-Refundable	\$ 40.00
	PERMIT FEE	\$
	PENALTY FEE	\$
	PAY THIS AMOUNT	\$