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 loadbearing 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)

PERMANENT SIGN





Outdoor Wall Signs/Awning signs:

- 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
- Signs cannot obstruct window or door openings
- Signs may project from the building no more than 12" into or over public property
- Wall signs cannot project more than 12" from the wall
- Awnings may project into public right-of-way up to 2/3 the width of the sidewalk measured from the building

Outdoor Ground or Pole signs:

- Size: Plastic facing in electric signs cannot exceed 100 sq. ft.
- 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)
- Required minimum distance from property lines: 3'
- Required minimum distance from the next nearest ground sign as measured parallel to property lines: 20'

Prohibited signs:

- Roof signs- signs mounted on the roof or signs which extend over the roof
- Signs mounted on un-braced parapet walls
- Signs that extend above the wall coping
- Cloth, paper, poster board or other combustible materials
- Signs which flash are prohibited

Interior Mall signs:

- Area of sign cannot exceed 20% of the lease space wall area
- Must comply with current adopted Building Code applicable sections

Requirements for all signs:

- Wording must relate to the commercial activity conducted on the premises (must match the named occupant on the current Certificate of Occupancy).
- Plastic facing in electric signs cannot exceed 100 sq. ft.

Design Review:

- 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>
- 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

Building Board of Appeals:

- Requests for variances from the sign ordinance are routed to the Building Board of Appeals.
- 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.

Fees:

- Plan examination fee is \$50 per application for permanent signs
- **Sign permit fee** is based on type of sign:
 - Wall signs: \$25 for each sign
 - o Ground, marguee & projecting signs: \$60 for each sign structure
 - o Interior mall signs: \$25 each sign
 - o <u>Face changes</u>: \$25 for all related face changes per business, plus \$15 plan fee.
- **Building permit fee** 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
- Commercial Revised document fee is based on a new fee schedule.

Electrical Permit:

• A separate electrical permit is required for all illuminated signs. The electrical permit must be obtained prior to the issuance of the sign permit.

Sign Ordinance Online:

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 www.municode.com

7/24/2012 3:06 PM



FOR OFFICE USE ONLY PERMIT NO.	
DATE	

PERMANENT SIGN PERMIT APPLICATION									
PERMIT SITE ADDRESS- INCLUDE SUITE	NUMBER		ZIP CODE						
1. INSTRUCTIONS: ☐ Does this business have a C of O ☐ Is there a re-occupancy or build out for this business ☐ If neither of the above boxes is checked, please contact the Commercial Services office at 313-943-2421 for guidance.									
Ok to proceed with sign processing per CS office, authorized by: For multiple signs at a single site, submit an additional application cover page for <u>each</u> sign description. Submit (3) copies of complete construction documents which adequately describe the proposed work, including: a) An accurate <u>site plan</u> showing location of sign(s) in relation to structures and property lines b) Clear dimensioned <u>elevations</u> showing an accurate graphic representation and location of proposed sign(s) c) Attachment and/or foundation details sealed* by licensed architect or engineer									
2. Business Name (as written on C of 0):	(CHECK ONE)▶	3.New Sign StructureRehab Sign Structure	4. ☐ Face Change	5. ☐ Interior Sign					
6. TYPE OF SIGN (CHECK ONE):		7. WORDING:							
Wall Wall sign-projecting or "blade" type Awning Canopy with stanchions Ground sign (pole) Ground sign (monument) Marquee Electronic message board (Ref ordinance) Other (specify): 8. NUMBER OF SIGN FACES: One ☐ Two ☐ More than two (specify):									
9. <u>DIMENSIONS OF SIGN STRUCTURE</u> (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):	11. IF WORDING INCLUDES NON-ENGLISH SCRIPT, PROVIDE ENGLISH TRANSLATION HERE:								
12. <u>DISTANCE FROM GRADE TO BOTTOM SIGN BOX/ STRUCTURE:</u> 13. <u>MATERIAL OF SIGN BOX/ OF STRUCTURE</u> :	MATERIAL SIGN FACE:	15. TYPE OF ILLUMINATION: Internal * External * None * separate electrical permit will required	16. UNDERWRITE LABORATORY LA (Required for illum	ABEL NUMBER					
17. ARCHITECT OR ENGINEER:		TRUCTION COST	19.						
		FOR GROUND SIGNS. of signed contract with #							
Telephone Michigan license number	Attach copy of Building Board approved plans.								
Expiration date	20.	EVIEW CASE #							
* Refer to attached information sheet for sealed plan requirements		ties located within the Downtown Business District							
	Attach co	py of approved plans and	d "Certificate of Ap	proved Design"					

FOR OFFICE USE ONLY (Concurrence to process)

	R INFORMATION/AFFIDAVIT							
	y that I am the owner and/or authoriz		the property descr	ibed in this	application	and I have give	n the named	
applicant permission to perform the work described in this application. 22. PROPERTY OWNER NAME (PRINT) 23. If B			23. If Business	. If Business Name, print authorized agent's name				
	···,			, ,		g		
24. PROPERTY OW	NER'S ADDRESS		25. CITY/STATE/ZIP					
26. PHONE NUMBE	R		27. EMAIL ADD	DDRESS (optional)				
28. SIGNATURE OF	PROPERTY OWNER/AUTHORIZED	AGENT	•		2	9. DATE		
NOTARIZED CONT	RACTOR-APPLICANT INFORMATIO	N/AFFIDAVI	т					
30. COMPANY NAM		N/AI I IDAVI	•	_		NTRACTOR RE	GISTRATION	
				NUMBER				
32. COMPANY ADD	RESS			33. COM	PANY PHO	NE NUMBER		
34. CITY/ STATE/ ZI	P			35. COM	PANY EMA	AIL ADDRESS o	r FAX NO.	
36 NAME OF COME	PANY-AUTHORIZED	37. DATE	OF RIRTH	48 DDIV	EB'S I ICE	NSE OR STATE	ID NIIMRED	
REPRESENTATIVE		37. DATE	OF BIKTH		48. DRIVER'S LICENSE OR STATE ID NUMBER AND EXPIRATION DATE			
	mation provided in this application and							
	made for a permit to perform the wor							
	acceptance of the permit shall constitution contractor registration information on							
	all temporary signs and/or decorations					city may remov	re or cause to	
	COMPANY-AUTHORIZED REPRESE		<u>, , , , , , , , , , , , , , , , , , , </u>			40. DATE		
41. NOTARIZATION	•							
Subscribed and swori	n to before me this day of _							
	(signature) Notary Public	. n.	County	Michigan				
	(e.g.latare) Hetaly Hazik			_				
	(Notary printed name)		sion expires					
	, , , , , , , , , , , , , , , , , , , ,							
FOR OFFICE USE PLAN INTAKE CH								
1. If box 5 or box 7	is checked: Detail sheet is stamped 8						□N.A.	
	is checked: Contract is attached and							
	gible and complete with owner plan and other plans are legible, elevated							
	quired? \BYES \BNO							
							Intake technician	
APPROVED	Plan reviewer: write total number of	signs and th	eir types and sizes	s:	PLAN RE Non-Ref	EVIEW FEE undable	\$ 50.00	
□ APPROVED AS NOTED Additional				Admir		trative Fee	\$ 40.00	
				Non-Ref		undable	\$ 40.00	
	Comments:				PERMIT	FEE	Ψ	
					INVEST	GATIVE FEE	\$	
Plan reviewer					INVESTI	GAIIVE FEE		
				-			\$	
Date					PAY THI	S AMOUNT	*	
	1						•	