



3338 Coolidge Hwy.
 Berkley, Michigan 48072
 (248) 658-3320
 FAX (248) 658-3321
www.berkleymich.org

SIGN PERMIT APPLICATION

Application for a permit to (Describe what you are proposing to do):

Work being done at:

Address: _____ Day Telephone: _____

Name of Business: _____

Business Owner: _____

Sign Contractor:

Company Name: _____

License Holder: _____ Contractor's License Number: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ EMAIL: _____

Requirements:

A copy of your insurance must be on file for all contractors doing work in our city. No registrations or permits are issued without this information.

Two (2) sets of plans showing the following:

What will the sign look like?	What material is the sign?
Where will the sign be located?	How will the sign be installed or supported?
If the sign is a wall sign, how large is the wall?	Will the sign be illuminated*? An electrical permit is required
Dimensions must be shown on all plans.	

I agree to repair any damage done to public or private property.

“This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances.”

Refund Policy: Upon request, all cancelled permits with no inspections will be refunded at 50% of the permit costs with a minimum refund of \$25.00. Permit fees will not be refunded after inspections have been completed.

Signature

Print Name Signed

Date Received

Received by (Department Representative)

Department use only:

Approved

Stipulations

Date

Permit Number: