



City Of Highland Park
Engineering And Inspection Division
12050 Woodward Avenue
Highland Park, Mi 48203
(313) 252-2779

APPLICATION FOR THE ERECTION OF SIGNAGE

Instructions: The sign application must be typewritten or printed clearly in black or blue ink. All sign erectors are required to register as contractors with the City of Highland Park. Additional permits may be required as determined by this Division. Applications must be returned to the above address along with your **NONREFUNDABLE** certified check or money order and two (2) detailed sketches/plans of the sign related to this application.

PERMIT NUMBER: _____ CONTRACTOR REGISTRATION NUMBER: _____

SECTION 1: GENERAL INFORMATION

1. Name of Applicant/Sign Erector: _____
2. Address: _____ City, State, Zip _____
Phone: _____ Alternate Phone: _____
3. EIN/SS#: _____ License #: _____ Expiration Date: _____
4. Type of sign erector: _____ General _____ Sign Specialist _____
Other (Describe) _____
5. Owner of Sign: _____
6. Address: _____ City, State, Zip _____

SECTION 2: INFORMATION THE SIGN

1. Location of building where sign will be installed: _____
2. Indicate the type of building frame sign will attach to: _____ Solid Masonry _____ Brick Veneer
Other (please describe): _____
3. If sign will not be attached to a building, provide details: _____

4. Describe the sign to be installed: _____ Illuminated _____ Non-Illuminated _____ Horizontal _____ Vertical
NOTE: If sign is illuminated, it must be installed by a sign specialist or a licensed electrician.

5. Length of sign: _____ Height: _____ Area in Square Feet: _____ Weight: _____
6. Sign will be secured by: _____ top lifts of: _____ chains _____ stranded cable _____ iron braces
How Many?
7. Sign will be guyed on each side by: _____ side guys of: _____ chains _____ stranded cable _____ iron braces
How Many?
8. How will the chain, stranded cable, or iron brace be secured to the building? _____
9. Will sign or guy wires obstruct fire escape or window or door leading thereto? _____
10. Lower edge of sign will be: _____ Feet above the _____ alley _____ street _____ Sidewalk _____ Roof
11. Inner edge will be _____ feet from the building wall; Outer edge will be _____
12. Distance from top of sign to ground/roof: _____ feet
13. What kind of material is used to construct the face of the sign? _____
14. How many signs are currently attached to the building? Indicate number and type: _____
15. Projection from building: _____ Projection from Lot line: _____

Comments: _____

SECTION 3: FEES

Each non-illuminated sign is \$75.00 if it is not related to a business license.
Each illuminated sign is \$100.00.

SECTION 4: CERTIFICATION

It is hereby agreed that if this application is granted and a permit is issued, the applicant will conform to all ordinances of the City of Highland Park regulating signs.

Signature Date

FOR OFFICE USE ONLY:

Clerk Signature Date

Authorized Signature Date