Print Form

Building & Planning
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Berkley, MI 48072
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CITY OF BERKLEY, MICHIGAN

PORTABLE SIGN PERMIT APPLICATION

This application, copy of insurance holding the City as an additional insured, 2 copies of plans or a picture of the sign, and applicable fees must be submitted.

Business Owner:_____Phone: _____

Business Name:_____

Street Address:_____

New Sign?	☐	Yes	☐	No
Renewal of Existing Sign?	☐	Yes	☐	No
Change in Sign Face?	☐	Yes	☐	No

Requirements for New Signs:

Site Plan of Area where Sign will be Located: You must include a site plan or photo of your site showing where the sign will be located. It must show the entire area between the curb and the building, including the curb line and building wall. The photo or drawing should provide enough detail and context for the City to see all existing obstructions in this area (trees, benches, light posts, newsstands); the location of any on-street parking spaces adjacent to the curb line; all doors, windows, and other building openings. If a drawing is submitted, it must be to scale.

Construction Plan or Photo of Proposed Sign: The elevation of each sign face must be legible. If a drawing is submitted, it must be to scale.

Berkley City Code, Section 94-9 stipulates that no portable sign shall exceed 6 square feet per sign face or 3 ½ feet in height. A business shall install no more than one sign. Signs shall be stored indoors when business is closed. Signs may include the name of the business, the word "Open", hours of operation, and one other line of text. Graphics including a business's logo shall be permitted, but individual product logos shall be prohibited. No sign shall be connected to any power source. No sign shall be chained or otherwise secured to a building, bench or pole. The sign shall be placed in a manner so it maintains five feet of pedestrian passage, does not cause a sight obstruction, and does not hinder ingress or egress from buildings or parked cars. A violation of this ordinance is a misdemeanor.

I have read and understand the requirements of Berkley City Code regarding portable signs.

_____ _____

Signature of Applicant Date Signed

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City use only

Fees: New Sign $175.00 Sign Renewal $90.00

	Approve	Deny	Signature	Date
Planning/Building				
Public Safety				