



Building & Planning
 3338 Coolidge Hwy
 Berkley, MI 48072
 248-658-3320
 Fax: 248-658-3301
 www.berkleymich.org

CITY OF BERKLEY, MICHIGAN

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: _____

Address: _____ City: _____ Zip: _____

Telephone: _____

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.”

Signature

Print Name Signed

Date Received

Received by (Department Representative)

Department use only:

Approved

Stipulations

Date

Permit Number: _____



Building & Planning
3338 Coolidge Hwy
Berkley, MI 48072
248-658-3320
Fax: 248-658-3301
www.berkleymich.org

CITY OF BERKLEY, MICHIGAN

SIGN PERMIT SUMMARY

NO PERMIT NEEDED

- Window Signs (no more than 50% of the window can be covered)
- Any Sign 6 square feet (2 feet x 3 feet) or less
- Political Campaign Signs
- Real Estate Signs

ONE TIME PERMIT REQUIRED

- Wall Sign
- Projecting Sign
- Freestanding Signs
- Awning Signs
- Each Sign Permit Costs \$65 plus a \$50 bond
- Each Business is allowed one sign per facing street (corner properties get 2 signs)

ANNUAL PERMIT REQUIRED

- Portable Signs (Sandwich Board Signs) on Sidewalk or Private Property
- New Sign Costs \$175. Renewal Costs \$90

SIGNS PERMITTED TWICE YEARLY

- Banners
- Pennants
- Balloons
- Animated Signs
- Permit Required: Limited to 2 Permits per Year; 4 Weeks Total
- Permit Costs \$50 plus \$100 bond

OTHER ADVERTISING AVAILABLE

- City Clips Show on Cable: contact (248) 658-3350

For more detailed information or specific questions, consult Berkley's Sign Ordinance (www.berkleymich.org) or the Building Department (248) 658-3320.



Building & Planning
3338 Coolidge Hwy
Berkley, MI 48072
248-658-3320
Fax: 248-658-3301
www.berkleymich.org

CITY OF BERKLEY, MICHIGAN

SIGN PERMIT FEES

If sign is illuminated Electrical Permit required in addition

<u>Registration</u>	
Sign Specialty Contractors	35.00
<u>Sign (Permanent)</u>	
Permit	50.00
Inspection	50.00
Total Permit Fee	100.00
Refundable Bond	50.00
<u>Portable Signs (Sandwich Boards)</u>	
Portable Sign Application (New).....	175.00
Portable Sign Application (Renewal).....	90.00
<u>Electrical for Illuminated Signs</u>	
First Sign.....	45.00
Additional Sign or Connection (each).....	15.00
<u>Liability Insurance Requirements for all contractors</u>	
One person.....	100,000.00
Each occurrence.....	300,000.00
Property damage, each occurrence.....	10,000.00