



CENTRAL BUSINESS DISTRICT ADVERTISING SIGN WAITING LIST & PERMIT APPLICATION PROCESS

In accordance with the Chapter 4 Advertising And Signs Ordinance, The City of Detroit Central Business District Advertising Sign Waiting List and Permit Application process is as follows:

The Central Business District advertising sign waiting list and permit application process is in two stages as follows:

Phase #1 Waiting List Entry Form: A electronic form (Smartsheet generated) accessed in the "Forms" section of this webpage, which begins the waitlist and application review process and subsequent generation of the Part 2 Application Reference Code.

Phase #2 Application: The electronic sign permit application accessed through the ACCELA system via the provided Reference Code (includes uploading related documents through the ProjectDox system).

Step 1: Identify the type of Advertising Sign to be installed.

Local Advertisement Sign – The area of which **may not be** greater than 700 feet. The maximum number of Local Advertising Signs at any given time is 25 (not including existing permitted signs erected prior to December 9, 2020).

Super Advertising Sign – The area of which **must be** greater than 700 square feet. The maximum number of Super Advertising Signs at any given time is 45 (not including existing permitted signs erected prior to December 9, 2020).

Note: In accordance with Section 4-4-129 of the Advertising And Sign Ordinance, issuance of a Super Advertising Sign Permit in the Central Business District requires a monetary contribution to the Detroit Public Art Fund to mitigate harmful visual aesthetics created by Super Advertising Signs through promotion of public art. The amount of this contribution is determined by the Buildings Safety Engineering And Environmental Department based on the evaluation criteria provided for in the ordinance. A minimum of 50% of the required contribution amount must be submitted before the issuance of the permit, with final payment due by year five of the permit term.

Step 2: Complete an Electronic Waiting List Form from the following website:

<https://detroitmi.gov/forms/central-business-district-advertising-sign-permit-application-waiting-list-form>

Step 3: Check for an email notice of being added to the Central Business District Sign Permit Application Waiting List.

Step 4: Check for an email notice alert you that your position on the waiting list has been reached and you are approved to proceed with the electronic sign permit application (you may request status of your position on the waiting list by email at Signs@Detroitmi.gov).

Step 5: Retain your Access Code found in the notice for use in completing the electronic sign permit application.

Step 6: Complete the electronic sign permit application in eLaps ACCELA portal (to be completed by sign professional holding a current contractor license with the City of Detroit).



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Step 7: Upload all required documents, specifications and plans into the ePlans ProjectDox portal and complete the required "Applicant Upload" task.

Step 8: Submit in correction requested by the City reviewer and complete the "Applicant Correction" task.

Step 9: Obtain the issued advertising sign permit from the eLaps account.

Central Business District Advertisement Sign Permits and licenses has a term not to exceed 10 years. A new Waiting List will begin on December 9, 2030.

If you have questions about this process, feel free to contact us by email at Signs@detroitmi.gov."