

## City of Detroit Building Safety Engineering And Environmental Department

### ADVERTISEMENT SIGN APPLICATION CHECKLIST

**Purpose:** The purpose of this Application Checklist is to assist applicants in submitting an application for the erection or alteration of any sign on a premises for which a permit is required under Section 4-4-17 of the Detroit City Code. Permit request for each sign shall require a separate application. The Buildings Safety Engineering and Environmental Department (BSEED) accepts an application only if it is complete with all applicable information, documents and fees received.

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ADDRESS: \_\_\_\_\_

Owner: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Sign Professional: \_\_\_\_\_

Registration Number: \_\_\_\_\_

- 1. Sponsorship Sign? Yes\_\_\_\_\_ No\_\_\_\_\_
- 2. Building Occupancy Statues (Vacant, Occupied): \_\_\_\_\_
- 3. Central Business District
- 4. Entertainment District
  - a. **Zone 1: Entertainment Core**
  - b. **Zone 2: Theater District**
  - c. **Zone 3: Woodward North Corridor**
  - d. **Zone 4: Entertainment Buffer.**
- 5. Other Overlay District (PD, PC, PCA, TMSO, SD3, SD5): \_\_\_\_\_
- 6. Density Sign District
  - a. *Low-density commercial/institutional*
  - b. *High-density residential/mixed use*

- c. *High-density commercial/industrial*
- d. *Low-density residential*
- e. *Recreation/Open Space*
- 7. Proposed Sign:
  - a. New Sign
  - b. Sign Replacement
  - c. Sign Alteration
  - d. Sign Re-Facing
- 8. Sign Facing Direction
  - a. North
  - b. Northeast
  - c. Northwest
  - d. South
  - e. Southeast
  - f. Southwest
  - g. East
  - h. West
- 9. Illumination Type
  - a. Internal
  - b. External
  - c. None
  - d. Hours of illumination \_\_\_\_\_
  - e. Level of luminance \_\_\_\_\_ nits
- 10. Building Type
  - a. Single Business Building
  - b. Multi-Business Store Fronts
  - c. Multi-Tenant Office Building
  - d. Multi-Tenant Commercial Building
- 11. Building Frontage (Facing Each Street Side in Linear Feet) \_\_\_\_\_
- 12. Premises Frontage (Total of Each Street Facing Sides in Linear Feet) \_\_\_\_\_
- 13. Business/Store Frontage (Multiple Store Fronts only) \_\_\_\_\_
- 14. Sign Use

- a. Advertisement
- b. Business
- c. Directional
- d. Art Mural

15. Sign Type

- a. Wall
- b. Pole (Ground)
- c. Monument (Ground)
- d. Window
- e. Billboard
- f. Marquee
- g. Arcade
- h. Roof
- i. Painted Wall
- j. Banner (Temporary)
- k. Awning
- l. Portable

16. Sign Configuration

- a. Mechanical
- b. Dynamic
- c. Animated
- d. Static

17. Total Number of sign sides \_\_\_\_\_

18. Sign Measurements

- a. Length and width of sign \_\_\_\_\_ Ft.
- b. Height of sign from grade to top of sign \_\_\_\_\_ Ft.
- c. Height of sign from grade to bottom of sign \_\_\_\_\_ Ft.
- d. Length sign projects from building \_\_\_\_\_ Ft.
- e. Distance of sign projecting into right-of-way \_\_\_\_\_ Ft.
- f. Height of sign above sidewalk \_\_\_\_\_ Ft.

19. Sign Material: \_\_\_\_\_

20. Sign Attached To: \_\_\_\_\_

- 21. Distance between proposed and nearest existing advertisement sign (advertisement sign only) \_\_\_\_\_ Ft.
- 22. Approval Letter from Board of Zoning Appeal for zoning variance
- 23. Approval letters from other governmental agencies (List agency, i.e. MDOT, Historic, DPW): \_\_\_\_\_