

**CITY OF PONTIAC**  
**DEPARTMENT OF BUILDING & SAFETY**

47450 Woodward Avenue  
 Pontiac Michigan 48342  
 248-758-2800/FAX 248-758-2827

Email Permit Applications to [permits@pontiac.mi.us](mailto:permits@pontiac.mi.us)  
 Email Inspections requests to [inspections@pontiac.mi.us](mailto:inspections@pontiac.mi.us)

**APPLICATION FOR SIGN PERMIT**

**APPLICANT MUST COMPLETE ALL ITEMS IN SECTION I, II, III and IV. NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR BUILDING AND ELECTRICAL WORK.**

**A Non-Refundable Fee of \$35.00 will be charged for processing Sign Permit Application.**

<b>I. PROJECT INFORMATION</b>				
Project Name			Address	
<b>City</b>	<b>PONTIAC</b>	<b>State</b>	<b>County</b>	<b>OAKLAND</b>
		<b>MICHIGAN</b>		Zip Code
Between			And	
<b>II. CONTRACTOR</b>				
Name			Address	
City		State	Zip Code	Telephone Number
Builders License Number			Expiration Date	
Federal Employer ID Number or Reason For Exemption			Workers Comp Insurance Carrier or Reason For Exemption	
Cell Number			E-Mail Address	
MESC Employer Number or Reason For Exemption				
<b>III. TYPE OF SIGN AND PLAN REVIEW</b>				
<input type="checkbox"/> Temporary (LIMITED TO 30 DAYS)			Length _____ Ft. _____ In.	
<input type="checkbox"/> Non-Projecting Sign _____ :			Width _____ Ft. _____ In.	
<input type="checkbox"/> Projecting Sign _____ :			Area _____ Sq. Ft.	
<input type="checkbox"/> Roof Sign _____ :			Weight _____ Lbs.	
<input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated			Thickness _____ In.	
No. of Panels _____ Size Each _____ : Frame _____ :			Panel Material _____ :	
<b>Projecting Sign: Greatest distance from building to outside edge of sign: _____ Ft.</b> <b>Clear height from under side of sign to ground level: _____ Ft.</b> <b>Distance from building to inside edge of curb: _____ Ft.</b> <b>Size and type of supports: _____.</b>				
<b>Ground Sign (Billboard &amp; non-projecting): Total height from grade to top of sign: _____ Ft.</b>				
<b>Roof Sign: Distance from roof to bottom of sign: _____ Ft.</b> <b>Shortest distance from sign to roof edge: _____ Ft.</b> <b>Size and type of supports: _____.</b> <input type="checkbox"/> Solid <input type="checkbox"/> Open				
<input type="checkbox"/> Plans submitted for review			<input type="checkbox"/> Structural plans for review	
<b>APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.</b>				
I HEREBY CERTIFY THAT THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.				
<b>SIGNATURE OF APPLICANT:</b>			<b>DATE:</b>	

