

# SIGN PERMIT APPLICATION

CITY OF BRIGHTON – 200 N. FIRST STREET – BRIGHTON, MI 48116  
(810) 227-9005 Fax: (810) 227-6420

DATE: \_\_\_\_\_ PROPERTY TAX # 4718- \_\_\_\_\_

APPLICANT: \_\_\_\_\_ **PROPERTY OWNER INFO:** \_\_\_\_\_

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

PHONE #: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

PROPOSED CONSTRUCTION: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

ELECTRICAL: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

SQUARE FEET: \_\_\_\_\_

**TOTAL COST:**

## PROPOSED USE COMMERCIAL:

\_\_\_\_\_ SIGN  
\_\_\_\_\_ RELOCATION  
\_\_\_\_\_ REPAIR / REPLACE

## REQUIREMENTS FOR A SIGN PERMIT

Two (2) copies of drawings, which include all measurements:  
including measurements from ground (if ground/pole sign), color and  
location of sign on building and/or ground.  
Copy of Certificate of Liability Insurance, naming "City of Brighton".

Please allow ten (10) **working days** for processing of all permits.

**CONTRACTOR INFORMATION**

**ARCHITECT INFORMATION**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

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

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

PHONE #: \_\_\_\_\_

PHONE #: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

FEDERAL EMPLOYER ID#: \_\_\_\_\_

Or reason for exemption \_\_\_\_\_

WORKERS COMP. INSURANCE CARRIER: \_\_\_\_\_

Or reason for exemption: \_\_\_\_\_

MESC EMPLOYER #: \_\_\_\_\_

Or reason for exemption: \_\_\_\_\_

Prior to a Certificate of Occupancy being issued, contractor and/or homeowner must supply proof of compliance with Model Energy Code per the State of Michigan Building Code Rules, Chapter 13.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to applicable laws of this jurisdiction.

SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, ACT NO. 230 OF THE PUBLIC ACTS OF 1972, BEING SECTION 125.1523A OF THE MICHIGAN COMPILED LAWS, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL BUILDING OR A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23A ARE SUBJECT TO CIVIL FINES.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Printed: \_\_\_\_\_

**SUPPLEMENT FOR SIGN PERMIT**

PROPERTY OWNER SIGNATURE \_\_\_\_\_

SIZE: SQUARE FEET PER FACE \_\_\_\_\_ NUMBER OF FACES \_\_\_\_\_

HEIGHT OF BUILDING SIGN WILL SERVE \_\_\_\_\_

HEIGHT OF SIGN \_\_\_\_\_ FEET. TOTAL AREA OF SIGN \_\_\_\_\_ SQUARE FEET

GROUND CLEARANCE \_\_\_\_\_ (distance between grade and bottom of sign)

TYPE: POLE  GROUND  MARQUEE  WALL  OTHER  \_\_\_\_\_

ELECTRICAL: DOES SIGN REQUIRE ELECTRICAL WIRING OR COMPONENTS? YES  NO

**\*\*If yes, an electrical permit is required\*\***

INSTALLER OF SIGN \_\_\_\_\_ CONTRACTOR LICENSE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING:**

**Sec. 66-30. Insurance.**

Every applicant for a permit under this article shall, before such permit is granted, file with the city or state, a satisfactory **certificate of insurance** to indemnify the city or state, town or municipality against any form of liability to a minimum of \$300,000.00, or shall be responsible through any agent or subcontractor. The insurance shall be maintained in full force and effect during the term of the business permit and such insurance policy or certificate shall provide that the city be notified of any cancellation of the insurance ten days prior to the date of cancellation.

**Sec. 66-33 (3). Application.**

Clear and legible drawings with description definitely showing location of the sign which is the subject of the permit and all other existing signs for which construction requires permits, when such signs are on the same premises.

**Sec. 66-34 (4). Application.**

Drawings showing the dimensions, construction supports, sizes, electrical wiring and components, materials of the sign and method of attachment and character of structural members to which attachment is to be made. The design, quality, materials and loading shall conform to the requirements of the Building Officials' and Code Administrators' Code (BOCA), as amended. If required by the administrator, engineering data shall be supplied on plans submitted certified by a duly licensed engineer or architect.

**Sec. 66-29. Indemnification for sign installation and maintenance.**

As a condition to the issuance of the permit required by this article, all persons engaged in the business of installing or maintaining signs which involves, in whole or part, the erection, alteration, relocation and maintenance of a sign or other sign work in or over or immediately adjacent to a public right-of-way or public property is used or encroached upon by the sign installer, shall agree to hold harmless and indemnify the city, its officers, agents, and employees, from any and all claims of negligence resulting from the erection, alteration, relocation and maintenance of a sign or other sign work insofar as this chapter has not specifically directed the placement of a sign.