City of Detroit
Building Safety Engineering And Environmental Department

ADVERTISMENT 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.

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**
15. Sign Type
   a. Advertisement
   b. Business
   c. Directional
   d. Art Mural

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): _________________________________