



SIGN PERMIT APPLICATION

CITY OF YPSILANTI BUILDING INSPECTION DEPARTMENT
 One South Huron, Ypsilanti, MI 48197
 Phone (734) 482-1025 ♦ Fax (734) 483-7444
 www.cityofypsilanti.com

____ Temporary Sign
 ____ Permanent Sign

Business Name & Address _____ Business Phone # _____

Location of Sign (Please Print) _____ Zoning District _____ Historic District: Y or N

Business Owner's Name _____ Phone # _____

Mailing Address _____

Street Address City State Zip

Contractor (Company Name) _____ City Reg. # _____ Phone # _____

Mailing Address _____

Street Address City State Zip

Insurance Carrier Name _____ Policy # _____ Exp. Date _____

Complete Detailed Description of Work to be Done

Select	Type of Sign		Building Information	Permit Fees	
_____	Ground Pole	_____	Marquee	Building Frontage _____	Deposit (if required) \$ _____
_____	Identification	_____	Roof Sign	Set Back _____	Permit Fee \$ _____
_____	Real Estate	_____	Wall Sign	Building Height _____	Registration Fee \$ _____
_____	Sub-division Sign	_____	Illuminated	Sign Dimensions:	Administration Fee \$ _____
_____	Business	_____	Billboard	Sign #1 _____ x _____ = _____ sq ft	Total Permit Fee \$ _____
_____	Bldg. Construction	_____	On Premises	Sign #2 _____ x _____ = _____ sq ft	Approved _____
_____	Projecting Wall	_____	Off Premises	Sign #3 _____ x _____ = _____ sq ft	Disapproved _____
_____	Electrical Permit Required (additional fee)	_____	Total Square Feet _____		
_____	Other (specify) _____	_____	Material(s) _____		

Notes:

 H. D. C. Approval/Disapproval (if required) Date

 Planning/Zoning Signature Date

 Applicant and/or Contractor Signature Date

 Building Department Signature Date

Drawing of sign must be included. The back of this application may be used. Include all dimensions, footings, and setbacks. Measure exact known property line to nearest edge of sign. Work must be inspected immediately. Permit holder must request inspection(s). Permits expire 6 months from issue date if work has not started, is not in progress, or work has not been inspected during this time period. Permits & fees are non-refundable and non-transferable.