



## Signs

§122-665 (4)

### Sidewalk

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Building Department.

All permit applications are available from the Building Department and at [cityofypsilanti.com/permits](http://cityofypsilanti.com/permits).

Completed applications may be dropped off at the Building Department.

### City Hall

One South Huron  
Ypsilanti, MI 48197

#### Building

3<sup>rd</sup> Floor, City Hall  
Phone: (734) 482-1025  
[cityofypsilanti.com/building](http://cityofypsilanti.com/building)

#### Planning

4<sup>th</sup> Floor, City Hall  
Phone: (734) 483-9646  
[cityofypsilanti.com/planning](http://cityofypsilanti.com/planning)

#### Historic District

4<sup>th</sup> Floor, City Hall  
Phone: (734) 483-9646  
[cityofypsilanti.com/hdc](http://cityofypsilanti.com/hdc)

All permits, fees, and factsheets can be found at [cityofypsilanti.com/permits](http://cityofypsilanti.com/permits).

The following guidelines provide some basic information regarding sidewalk signs in the City of Ypsilanti.

Ordinance Reference:	Sec. 122-665 (4)
Permit required:	Sidewalk sign permit
Duration Limitations:	One year

What is a sidewalk sign? A sidewalk sign is a temporary sign that is placed within the right-of-way but not affixed to the ground. It may be 6 square feet per side.



T-Frame Sidewalk Sign



A-Frame Sidewalk Sign

### What business requirements are needed prior to applying for a sidewalk sign?

- A valid certificate of occupancy and business license
- A business/property owner must have no outstanding tickets, taxes, or liens with the city.

### What do I need to do to apply for a sidewalk sign permit?

You must submit the following to the Building Department:

- A completed Sidewalk Sign application
- \$25 non-refundable fee

### What are the rules governing sidewalk signs?

- Each business is permitted one sign, to be placed on the sidewalk adjacent to the business.
- A clear path of travel at least 5 feet wide must be maintained on the sidewalk at all times.
- Signs can only be displayed during business hours



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

**Non-refundable fee:  
\$25**

Date: \_\_\_\_\_

**SIDEWALK SIGN APPLICATION**

§122-866(d)(3)

**Applicant**

Business Name:		Business Address:	
Contact Name:			
Address:			
City:		State:	Zip:
Phone / Fax:		E-Mail:	

**Check the following as completed (ALL of the following must be submitted with application)**

Submit this completed application with the fee to the Ypsilanti Building Department for review and evaluation.			
Attach sketch of planned location for sign, including dimensions. <b>The location of the sign must allow for a five-foot wide unobstructed path of travel for pedestrians, not block any entrances, exits, or windows of adjacent buildings, and not block any other public fixtures such as fire hydrants or parking meters.</b>			
Attach current Certificate of Insurance, naming City of Ypsilanti as additional insured for commercial liability coverage in an amount of not less than \$1,000,000 general aggregate.			
Insurance carrier name:		Policy Number:	Expiration Date:

**Signature**

I hereby attest that the above information is accurate and I am authorized to make this application. I and those I represent agree to indemnify and hold harmless the City of Ypsilanti, its officers, and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, and/or maintenance of a sidewalk sign within the City, including loss of or damage to the sign itself.			
Signature:			Date:
Print Name:	Building Dept Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reviewed By:	Date: