



City of Ypsilanti Building Department

One South Huron, Ypsilanti, MI 48197

Phone (734) 482-1025

www.cityofypsilanti.com

Office Use Only:

Receipt: _____

Method: _____

SIGN PERMIT APPLICATION

I. Job Location			
Street Address & Job Location (Street No. & Name)		Suite/Apt. No.	Ypsilanti
Zip Code			
Property/Business Owner Name (Required)		Email Address:	
II. Applicant Information			
☐ Contractor ☐ Business Owner	Company Name		Licensee Name
Address (Street No. and Name)			
City		State	Zip
Phone Number (Required)		Email	
III. Sign Information			
☐ Permanent \$100 per permanent sign ☐ Temporary \$28 (only 2 allowed per calendar year)			
Location(s)		Historic District ☐ Yes ☐ No	Zoning:
Type of Sign(s)		Dimensions	
☐ Billboard	☐ Building mounted (Attachment details required - awning, projecting, wall, etc.)	Sign 1 _____ x _____ = _____ sq ft	
		Sign 2 _____ x _____ = _____ sq ft	
☐ Freestanding (pole or monument)	☐ Inflatable	Sign 3 _____ x _____ = _____ sq ft	
		Total Square Footage: _____	
☐ Illuminated sign (Separate electrical permit required)		Height (from grade)	
☐ Other (specify) _____		Weight	
		Material(s)	
All non-residential permit applications must include a Master Sign Plan showing the dimensions, location, and lighting of all proposed and existing signs on the property. It does not have to be to scale.			
IV. Building Information			
Frontage		Setback	Height
Additional Information: _____			

V. Applicant Signature

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/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN AND THE CITY OF YPSILANTI. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL APPLICABLE FEES AND CHARGES ASSOCIATED WITH THIS APPLICATION.

Signature of Applicant

Printed Name of Applicant

Date

How would you like permit to be sent? First Class Mail Email

Email Address: _____

OFFICE USE ONLY

ZONING NOTES: Zoning District: _____ Use: _____

Setbacks – Front: _____ Side: _____ Side: _____ Rear: _____

Notes: _____

☐ Approved ☐ Disapproved Reviewed By: _____ Date: _____

BUILDING NOTES: Use: _____ Construction Type: _____ Code Edition(s): _____

Notes: _____

☐ Approved ☐ Disapproved Reviewed By: _____ Date: _____

HISTORIC DISTRICT NOTES:

Notes: _____

☐ Approved ☐ Disapproved Reviewed By: _____ Date: _____



CITY OF

Ypsilanti

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Signs

§122-660 through 665

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.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/building

Planning

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hdc

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

General Requirements

- Signs may not create traffic or pedestrian hazards.
- Signs may not obstruct any fire escape, required exitway, window, or door opening used as a means of passage or as access for firefighting purposes or required for ventilation by the building code.
- Signs other than sidewalk signs or overhead banners may not be placed in the right-of-way.
- All sign structures must be maintained in good repair and working order.

Sign Permit Application Requirements

- A written statement signed by the owner or lessee of the premises upon which the sign is to be erected, or a signed contract between the owner and contractor, if the applicant does not own the building.
- Historic District Commission approval, where required, is required prior to issuance of a permit.
- One set of plans showing the dimensions, materials, height and method of anchorage of the sign.
- Insurance policy or proof of financial security.
- On electrical signs, certification by Underwriters Laboratory or another recognized testing laboratory.

Prohibited Signs

- Unsafe signs, including signs with less than six feet horizontal clearance or 12 feet vertical clearance from overhead electrical conductors in excess of 250v.
- Animated or mechanical signs.
- Portable signs, not including sidewalk signs.
- Signs mounted upon a roof.
- Signs containing obscene material.
- Signs containing symbols that may be mistaken for a traffic control device or that attempt to direct the movement of traffic.
- Electronic message signs, excepting digital billboards where permitted.
- Signs not specifically permitted under the sections of this chapter.

Overhead Banners

- The design, method of installation, and location of overhead banners must not endanger persons using any part of the public right-of-way or unduly interfere with the movement of people.
- No more than one overhead banner shall be placed per block at any given time.
- Overhead banners may remain in place for no longer than thirty days.
- When located spanning a State trunk line, must conform to PA 200 of 1969 and obtain a permit from MDOT.
- Minimum height to bottom of banner is 18 feet.
- Must not be located closer than 10 feet to an intersection.
- Shall not be more than 4 feet in height.
- Only permitted in Center zoning district and in HC zoning district on commercial properties.

Sidewalk Signs

- See separate Sidewalk Sign factsheet.

Billboards

- Contact the Planning Department for information.

Sign	Permit Required	Zoning Districts	Ordinance Reference	Maximum Area
Building Mounted (permanent) Includes address, awning/canopy, building directory, menu, projecting, wall and window	Yes	R-1, non-residential	122-422 (d)	0.5 square ft for each linear ft of building frontage, or 12 sf, whichever less
		MD	122-427 (d)	1 sf per ft of building frontage or up to 32 sf each face of the building façade that faces a street, parking area, or on a façade where a public entrance is located
		CN-SF, CN-Mid, CN, non-residential	122-442 (d)	1/2 sf per ft of building frontage or 12 sf, whichever is less
		P	122-417 (g)	1 sf per ft of building frontage or 100 sf, whichever is less
		PMD, non-residential	122-432 (d)	
		C, non-residential & group living	122-447 (d)	
		HC, NC, GC, non-residential & group living	122-452 (d)	
		HHS, non-residential & group living	122-462 (d)	
	No	R-1, residential	122-422 (d)	1 sf
		PMD, residential	122-432 (d)	
		CN-SF, CN-Mid, CN, residential	122-442 (d)	
		C, residential	122-447 (d)	
		HC, NC, GC, residential	122-452 (d)	
		HHS, residential	122-462 (d)	
Building Mounted (temporary) Includes address, awning/canopy, building directory, menu, projecting, wall and window	Yes	P	122-417 (g)	1 sf per ft of building frontage or 100 sf, whichever less
		R-1, non-residential	122-422 (d)	
		MD	122-427 (d)	
		PMD, non-residential	122-432 (d)	
		CN-SF, CN-Mid, CN, non-residential	122-442 (d)	
		C, non-residential & group living	122-447 (d)	
		HC, NC, GC, non-residential & group living	122-452 (d)	
		HHS, non-residential & group living	122-462 (d)	
	No	R-1, residential	122-422 (d)	0.5 square ft for each linear ft of building frontage or 12 square ft, whichever less
		PMD, residential	122-432 (d)	1/2 sf per ft of building frontage or 12 sf, whichever less
		CN-SF, CN-Mid, CN, residential	122-442 (d)	
		C, residential	122-447 (d)	
		HC, NC, GC, residential	122-452 (d)	
		HHS, residential	122-462 (d)	

Sign	Permit Required	Zoning Districts	Ordinance Reference	Maximum Area	Maximum Height	Max # of signs	Setbacks
Freestanding (permanent) Any permanent sign not attached to a building, including monument or pole signs. Does not include billboards.	Yes	P	122-417 (g)	100 sf	35 ft	1, unless a lot has more than 100' on 2 frontages; then allowed a 2nd sign on the secondary frontage at 8 sf	Front: 3 ft, Side, street side & rear: 10 ft
	Yes	R-1, non-residential	122-422 (d)	16 sf	6 ft	1, unless a lot has more than 100' on two frontages; then allowed a second sign on the secondary frontage at 8 sf	Front: 3 ft, Side, street side & rear: 10 ft
		MD	122-427 (d)				
		PMD, non-residential	122-432 (d)				
		CN-SF, CN-Mid, CN, non-residential	122-442 (d)				
		HC, NC, GC, non-residential & group living	122-452 (d)	HC & NC: 20 sf; GC: 100 sf	10 ft	1, unless a lot has more than 100' on two frontages; then allowed a second sign on the secondary frontage at 50% of the area of the sign on the primary face.	3 ft from lot line or 10 ft from back of curb, whichever greater distance from roadway. Side, street side, and rear setback: 10 ft
	HHS, non-residential & group living	122-462 (d)	20 sf	10 ft	1, unless a lot has more than 100' on two frontages; then allowed a second sign on the secondary frontage at 50% of the area of the sign on the primary face.	3 ft from lot line or 10 ft from back of curb, whichever greater distance from roadway. Side, street side, & rear setback: 10 ft	
	Not Permitted		Residential: R-1, PMD, CN-SF, CN-Mid, CN, C, HC, NC, GC, HHS Non-residential & group living: C				

Sign	Permit Required	Zoning Districts	Ordinance Reference	Maximum Area	Maximum Height	Max # of signs	Setbacks
Freestanding (temporary) Any temporary sign not attached to a building, often constructed of cloth, canvas, fabric, plastic, or other light or temporary material, with or without a structural frame.	Yes	PMD, non-residential	122-432 (d)	10 sf per sign	8ft	No more than 1 per 20' frontage on primary face and 1 per 50' on secondary face	0 ft
		C, non-residential & group living	122-447 (d)	10 sf total	3 ft		0 ft
		HC, NC, GC, non-residential & group living	122-452 (d)	10 sf per sign	8 ft	No more than 1 per 20' of lot frontage on primary lot frontage and 1 per 50' on secondary lot frontage	10 ft
		HHS, non-residential & group living	122-462 (d)				
	No	P	122-417 (g)	10 sf total	3 ft		0 ft
		R-1, residential & non-residential	122-422 (d)				
		PMD, residential	122-432 (d)				
		CN-SF, CN-Mid, CN, residential	122-442 (d)				
		C, residential	122-447 (d)				
		MD	122-427 (d)	10 sf total	3 ft		0 ft
		CN-SF, CN-Mid, CN, non-residential	122-442 (d)				
		HC, NC, GC, residential	122-452 (d)	10 sf total	3 ft		10 ft
		HHS, residential	122-462 (d)				