



**BUILDING SIGN
PERMIT
APPLICATION
INCLUDING
AWNING & CANOPY SIGNS**

City of Belleville Building Department
6 Main Street
Belleville, MI 48111

734-697-9323
Fax: 734-697-6837

This is an application for a sign permit to erect a permanent building sign. The application must be approved by the City Planning Commission before a sign permit can be issued. **The permanent building sign may not be erected until the Planning Commission has approved the application and a building permit has been issued.**

The applicant is strongly encouraged to attend the Planning Commission meeting at which this application is scheduled to be discussed. If questions arise that cannot be answered because the applicant is not present, the application may be deferred to the next scheduled Planning Commission meeting.

INSTRUCTIONS:

TWO (2) copies of a drawing of the proposed sign in color are required with this application for Building Department review. If Planning Commission review is required, additional drawings will be necessary. You will be notified if this is required.

Drawings shall contain all of the dimensional information required on page 3.

Complete all sections of the application.
Return pages 2-4 to the Building Department.
Keep pages 5-8 and a copy of pages 1-4 for your reference.

A temporary building sign permit is available to allow a temporary building sign to be erected until the permanent sign is approved and erected. If you are requesting a temporary building sign permit, please complete the information on page 4.

A Permit Fee of One Hundred Dollars (\$108) is required with the application. This includes a non-refundable application fee of FIFTY Dollars (\$54).

BUILDING SIGN PERMIT APPLICATION

1. **DATE:** _____ **ZONING DISTRICT:** _____

2. **BUSINESS WHERE SIGN WILL BE ERECTED:**

Business Name _____

Business Owner's Name: _____

Business Address _____

Business Phone _____ Fax: _____

3. **IF BUSINESS OWNER IS A PARTNERSHIP OR CORPORATION:**

Owner's Representative: _____

Address _____

City _____ State _____ Zip _____

Business Phone _____ Fax: _____

4. **SIGN INSTALLER:**

Business Name: _____

Sign Company's Agent: _____

Address _____

City _____ State _____ Zip _____

Business Phone _____ Fax: _____

E-Mail _____

***NOTE: Sign installer must be registered with the City
in accordance with Sign Regulation Sec. 66-5.1***

City of Belleville - BUILDING SIGN PERMIT APPLICATION

PERMANENT BUILDING SIGN:

Complete all of the information below and also include it on the drawing of the sign:

- 1. **Attach a drawing showing the scale** of the drawing and the **date** the drawing was made, with sign lettering, graphics and background shown in the actual design and colors to be used. Show the sign as it will be located on the face of the building.
- 2. **Height from ground to top of sign** _____ ft.
- 3. **Height from ground to bottom of sign** _____ ft.
- 4. **Width of sign** _____ ft.
- 5. **Height of sign** _____ ft.
- 6. **Width of building front** _____ ft.

(see attached City Code Sec.66-3.4.2 for height and maximum area limits, Sec. 66-3.2 for how to measure area & height)

- 7. Sign is related to business/products on premises **YES NO** (Sec. 66-3.1)
- 8. Illumination meets limitation requirement **YES NO** (Sec. 66-3.2A-E)

NOTE: a darker background and lighter graphics are strongly recommended

- 9. Electrical required? **YES NO** If YES, an electrical permit is also required.

I hereby certify that I have read this complete application form, and that I understand that the permanent sign proposed in this application cannot be erected until the approval of the Planning Commission has been obtained and a building permit has been issued.

Signature of registered sign installer: _____

Print Name: _____

FOR BLDG. DEPT. USE: This permit for the above temporary building sign is hereby approved and issued.	
DATE:	SIGNED:

TEMPORARY BUILDING SIGN APPLICATION:

66-7.C(4): A sign intended to be utilized until a permanent sign is approved, constructed and erected can be approved by the Building Official, effective with the application date for the permanent sign, and extending for a period of sixty (60) days after the approval of the permanent sign, or the erection of the permanent sign, whichever occurs first. Such a temporary sign:

- (a) shall comply with the sign area, location and content requirements which apply to the permanent sign;
- (b) shall be a banner, painted board, portable sign or other sign intended to be used only on a temporary basis;
- (c) shall not include electrical illumination;
- (d) shall not be the permanent sign for which the application has been submitted.

I am also applying for a temporary building sign: YES NO
 If YES, complete the information below.

1. **Attach a drawing showing the scale** of the drawing and the **date** the drawing was made, with sign lettering, graphics and background shown in the actual design and colors to be used. Show the sign as it will be located on the face of the building.

2. **Height from ground to top of sign** _____ ft.
3. **Height from ground to bottom of sign** _____ ft.
4. **Width of sign** _____ ft.
5. **Height of sign** _____ ft.

6. Sign is related to business/products on premises YES NO
7. Business name graphics are at least 50% of total sign area YES NO

Print Name of Applicant for Temporary Sign: _____

Date: _____ **Signature:** _____

FOR BLDG. DEPT. USE: This permit for the above temporary building sign is hereby approved and issued.

DATE: SIGNED:

EXCERPTS FROM THE CITY SIGN REGULATIONS

(Belleville City Code Chapter 66)

Sec. 66-2.1 DEFINITIONS:

3. **Awning Sign:** Any sign that is part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover.
6. **Building Frontage:** That portion of the side of a building occupied by a business where the main entrance of the building is located, or in the case of no main entrance, where the public is served. Only one entry can be considered the main entrance.
7. **Building Sign:** Any sign attached to any part of a building, as contrasted to a ground sign. Building signs shall include the following types of signs as defined in this section: Banner, Awning, Projecting and Wall.
11. **Commercial Message:** Any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.
16. **Mansard Roof Sign:** A sign erected or constructed as an integral or essentially integral part of a normal roof structure of any design, such that no part of the sign extends vertically above the highest portion of the roof and such that no part of the sign is separated from the rest of the roof by a space of more than six inches.
26. **Projecting Sign:** Any sign affixed perpendicular to a building or wall in such a manner that its leading edge extends more than twelve (12) inches beyond the surface of such building or wall.
29. **Suspended Sign:** A sign that is suspended from the underside of a horizontal plane surface and is supported by such surface.
31. **Three-dimensional Sign:** A sign which is designed to look like a three-dimensional object, or which has a part which is designed to look like a three-dimensional object or create a three-dimensional impression.
32. **Wall Sign:** Any sign attached parallel to, but within six inches of, a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.
33. **Window Sign:** Any sign that is applied, painted, or affixed to a window, or placed inside a window, within ten (10) feet of the glass, facing the outside of the building, and intended to be seen from the outside, (not including signage incidental to the interior of the building).

City of Belleville - BUILDING SIGN PERMIT APPLICATION

Sec. 66-3.1 GENERAL CONDITIONS:

1. **Location:** No sign shall be placed in such a position as to endanger pedestrians, bicyclists, or traffic on a street by obscuring the view or by interfering with official street signs or signals by virtue of position or color.

2. **Illumination:**

A. No sign shall be illuminated by other than electrical means.

B. The light from illuminated signs shall be directed in a manner that will not interfere with vehicular traffic or with the enjoyment or use of adjacent properties, nor directly shine onto adjacent or abutting properties. Illuminated signs adjacent to residentially zoned or used property shall be designed and maintained such that illumination levels do not exceed one-tenth (0.1) foot-candle along the adjacent property lines.

It is strongly recommended that all signs with interior illumination provide a darker colored background with lighter colored letters and graphics, or a sufficiently opaque colored background to reduce glare. An interior illuminated sign with a dominant white background will generally exceed the maximum allowable brightness and create a glare for traffic at night.

C. No sign shall have blinking, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing; provided, that such movement showing the date, the time and/or the temperature exclusively may be permitted.

D. No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light or lamp to any public street or adjacent property.

E. The illumination provisions above shall not apply to sign lighting systems owned or controlled by any public agency for the purpose of directing traffic.

Sec. 66-3.4 Building Signs:

1. **General Requirements:**

A. Within all non-residential zoning districts, a combination of building signs may be established not to exceed the maximum area provided in TABLE 3.4.2 Building Signs.

B. For businesses with frontage on more than one public street, each frontage is allowed signage, as regulated in TABLE 3.4.2 Building Signs.

C. Within all PUD districts, the number and size of wall signs shall be determined by the intended use of the premises, subject to the review and approval of the City Planning Commission during the PUD plan process.

City of Belleville - BUILDING SIGN PERMIT APPLICATION

D. One (1) projecting sign shall be permitted for each exterior pedestrian entrance in a building which is within any non-residential district, subject to the following provisions:

- I. The area of the projecting sign shall not exceed six (6) square feet in area per side, which sign area shall be included in the total sign area permitted for the subject building. The projecting sign shall fit within a two (2) foot by three (3) foot rectangle. The projecting sign shall not be thicker than four (4) inches between the two (2) faces of the sign.
- II. When more than one projecting sign could be installed on the same building for multiple tenants, all such projecting signs shall be identical in the pattern of placement on the building and in the design of the supporting brackets.
- III. A projecting sign shall be suspended below an ornamental metal bracket so that the inside edge of the sign is six (6) inches from the wall on which the supporting bracket is attached. The bracket shall be painted to complement the color scheme of the sign. The sign shall be installed at a right angle to the supporting wall, and shall not be installed at the corner of a building.
- IV. Changeable copy, reflective material and interior illumination shall not be permitted as a part of projecting signs.
- V. A projecting sign may extend over an abutting sidewalk, but shall not extend over public or private roadways or parking areas. The bottom edge of a projecting sign shall provide a clear distance of eight (8) feet from the sidewalk, and six (6) inches from the top of an entryway which is below the sign. The outside edge of a projecting sign shall not extend more than forty-two (42) inches from the face of the building that it is attached to.

2. Maximum area requirements for building signs shall be applied within each zoning district according to the schedule in TABLE 3.4.2 below; provided, that if a specific area limitation is provided elsewhere in this Chapter, it shall supercede this table.

3.4.2 Building Signs		
Zoning District	Area in Sq. Ft. per Lineal Foot of Building Frontage	Maximum Area in Sq. Ft.
B-1, B-2, B-3, O-1, P-1, I-1, I-2, I-P	2	150

City of Belleville - BUILDING SIGN PERMIT APPLICATION

Sec. 66-3.2. Computations:

The following principles shall control the computation of sign area and sign height:

1. **Computation of Area:** The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, rectangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets zoning regulations and is clearly incidental to the display itself. Where a sign has two or more faces, the area of all faces shall be included in determining the total area of the sign. The outer edges of all neon tubing on a sign shall be included in the calculation of the area of the sign face, even if it is outside of the supporting frame of the sign.
2. **Computation of Height:** The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign. In cases where the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zone lot, whichever is lower.
3. **Computation of Setback:** The distance that a sign is set back from the front lot line, street right-of-way or other location as specified in this Chapter, shall be determined based on the following:
 - A. the specified line shall be considered as a plane extending vertically and perpendicularly from the ground to a point above the highest part of the sign; and
 - B. the distance shall be measured as a horizontal straight line running from the point on the sign closest to the plane to the point where the line intersects the plane.

Sec. 66-5.1. Authorized Sign Contractors:

Every person, before engaging or continuing in the business of erecting or repairing signs in the City of Belleville, shall obtain an annual sign contractor permit. To obtain said permit, the contractor shall first furnish the city a public liability insurance policy in the amount of Fifty Thousand Dollars (\$50,000) for injury to one person and One Million Dollars (\$1,000,000) for injury to more than one person and property damage insurance in the amount of Twenty-Five Thousand Dollars (\$25,000) for damage to property. Said permit shall terminate upon the expiration of the insurance policy unless evidence of renewal is filed with the city clerk.