



CITY OF EASTPOINTE  
SIGN REVIEW AND PERMIT  
PROCEDURES MANUAL

Revised October 2021

CITY OF EASTPOINTE  
BUILDING DEPARTMENT  
APPLICATION FOR SIGN PERMIT

23200 Gratiot, Eastpointe, MI 48021 - Building Department -- 586-445-3661, option 2

A SIGN PERMIT WILL NOT BE ISSUED UNLESS IT MEETS THE CURRENT ORDINANCE  
Do not proceed with the fabrication of your sign until you receive the permit.

Location Address: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Current Business License: \_\_\_\_\_  
(Verify with City Clerk's Office)

Contractors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

State License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ License Held: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

NEW SIGN: \_\_\_\_\_ SIGN FACE REPLACEMENT/SIGN REPAIR: \_\_\_\_\_ COST: \_\_\_\_\_

**Type of Sign**

Size and Specifications must be submitted on a separate attachment.

Ground/Monument Sign: \_\_\_\_\_ Wall Sign: \_\_\_\_\_ Sidewalk Board Sign: \_\_\_\_\_ Temporary Sign: \_\_\_\_\_

Awning/Canopy: (see section 1464.23 and .24) Aluminum: \_\_\_\_\_ Steel: \_\_\_\_\_ Canvas: \_\_\_\_\_ Wood: \_\_\_\_\_

Electric: Is sign illuminated? \_\_\_\_\_ Electric permit required if sign is illuminated. U.L. Label information required on electric permit for sign connection.

Building Department reserves the right to require signed and sealed drawings

I, the undersigned, hereby certify that the foregoing information is correct to the best of my knowledge:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Electrical Sign Installer

Required State License(s): Any person engaged in the business of a sign specialty contractor who is not in a local licensing jurisdiction should be licensed with the State Electrical Administration Board. Contact the Dept. of Licensing & Regulatory Affairs, Bureau of Construction Codes, Electrical Division at (517) 241-9320.

Required Documents:

Wall sign:

- Submit a layout of the front elevation of the building including all dimensions of the building.
- Show the size of the sign, the size of the lettering, and the location on the building.
- Show the placement and size of the proposed wall sign.
- Show existing signs and indicate if they are to remain.

Ground or monument sign and sidewalk board sign:

- Submit a site plan showing the location of the property lines, the building and the proposed location of the sign.
- Submit a drawing showing the size of the sign, the size of the lettering.

Temporary sign:

- Submit details regarding size, location, length of time, etc.
- Submit a drawing showing the size of the sign, the size of the lettering, the location on the building.

Signs on Awnings and Canopies:

- Provide size of canopy or awning, indicate if new or existing.
- Provide size of lettering and location on awning.

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Building Department approval:

Remarks \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Zoning district \_\_\_\_\_ Electric Connection \_\_\_\_\_ Non-conforming \_\_\_\_\_

Business License \_\_\_\_\_ Changeable copy \_\_\_\_\_ Height restriction \_\_\_\_\_

# City of Eastpointe

## Sign Approval Procedures

All applications for sign review shall be accompanied by a sign drawing and site plan illustrating the location of the sign on the site. The following information shall be provided:

- A scaled plan showing the location of the sign on all structures on the site.
- The location of the sign in relation to all existing and proposed streets, parking areas and site entrances.
- A scaled drawing of the proposed sign, specifying the height of the sign above the ground, the surface area and material of the sign, the lettering as it will appear on the sign, method of illumination, and any other information as the Building Inspector deems necessary to the understanding of the application.