

SIGN PERMIT APPLICATION

PLANNING DEPARTMENT
500 W BIG BEAVER
TROY MI 48084
248 524 3359

evanspm@troymi.gov

SIGN ORDINANCE ONLINE [Ctrl+click here](#)



APPLY BY E-MAIL

E-mail completed application and supporting documents to Paul Evans at evanspm@troymi.gov

SIGN PERMIT FEE IS DUE WHEN PERMIT IS READY TO ISSUE

SIZE	WALL SIGN PAINTED ON WALL	WALL SIGN STRUCTURALLY ATTACHED	GROUND SIGN
UNDER 100 SQ. FT.	\$ 75.00	\$ 100.00	\$ 125.00
100 TO 199 SQ. FT.	\$100.00	\$ 125.00	\$ 150.00
200 TO 300 SQ. FT	\$ 100.00	\$150.00	\$ 175.00
SPECIAL EVENT	WALL OR GROUND	\$30.00	

PROPERTY ADDRESS: _____

APPLICANT INFORMATION:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

E-MAIL _____

TYPE OF SIGN: GROUND WALL SPECIAL EVENT

SPECIAL EVENT SIGNS: What 7 day period will signs be up? _____

SIGN PERMIT APPLICATION

ILLUMINATED SIGN? YES NO

ELECTRICAL CONNECTIONS BY: _____

DOWNLOAD AN ELECTRICAL PERMIT APPLICATION [HERE](#).

ARE OTHER SIGNS ON THE PROPERTY? YES NO IF YES, DESCRIBE TYPE AND SIZE BELOW:

The undersigned hereby declare(s) under penalty of perjury that the contents of this application are true to the best of my knowledge, information and belief.

The applicant accepts all responsibility for all of the measurements and dimensions contained within this application, attachments and/or plans, and the applicant releases the City of Troy and its employees, officers, and consultants from any responsibility or liability with respect thereto.

APPLICANT SIGNATURE: _____ **DATE** _____

PRINT NAME: _____

SIGN PERMIT APPLICATION SUBMITTAL CHECKLIST

WALL SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SIGN CONSTRUCTION DRAWINGS SHOWING DIMENSIONS, MATERIALS, PROJECTION FROM THE WALL AND METHOD OF ATTACHMENT TO THE WALL. AT THE DISCRETION OF THE DEPARTMENT, SEALED DRAWINGS OR INSPECTION CERTIFICATION REPORTS MAY BE REQUIRED.
- ELEVATION DRAWING SHOWING DIMENSIONS OF FRONT OF BUILDING OR TENANT AREA.
- IF THE SIGN IS ELECTRIFIED, A NOTE ON DRAWINGS INDICATING THE SIGN WILL BE UL OR EQUIVALENT LISTED. A SEPARATE ELECTRIC PERMIT IS REQUIRED.

GROUND SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SITE PLAN OR AERIAL MAP SHOWING RIGHT OF WAY LINES. PUBLIC EASEMENTS AND SIGN LOCATION. LABEL THE DISTANCE FROM RIGHT OF WAY LINE TO LEADING EDGE OF SIGN.
- SIGN CONSTRUCTION DRAWINGS SHOWING DIMENSIONS, MATERIALS AND FOOTING DEPTH. AT THE DISCRETION OF THE DEPARTMENT, SEALED DRAWINGS OR INSPECTION CERTIFICATION REPORTS MAY BE REQUIRED.
- ELECTRIFIED SIGNS: A NOTE ON THE PLANS INDICATING THE SIGN WILL BE UL OR EQUIVALENT LISTED. A SEPARATE ELECTRIC PERMIT IS REQUIRED.

DIGITAL/EMC SIGNS

- PROVIDE DOCUMENTATION/CERTIFICATION THAT PROPOSED SIGN IS EQUIPPED WITH SENSOR OR OTHER AUTOMATIC DIMMING DEVICE.

SPECIAL EVENT SIGNS

- COMPLETED SIGN PERMIT APPLICATION
- SITE PLAN OR AERIAL MAP SHOWING SITE LAYOUT, RIGHT OF WAY LINES AND SIGN LOCATION(S).
- INFORMATION OR LIST INDICATING NUMBER AND DIMENSIONS OF PROPOSED SIGNS, INCLUDING BANNERS, FLAGS, COLD AIR BALLOONS AND OTHER FORMS OF SIGNAGE.
- ELECTRIFIED SIGNS: A NOTE INDICATING THE SIGN WILL BE UL (OR EQUIVALENT) LISTED. A SEPARATE ELECTRIC PERMIT IS REQUIRED.



August 11, 2015

Dear Sign Contractor,

We are excited to announce that we are implementing the ability to apply for Sign and Electrical Permits and Schedule Inspections online with the new AccessMyGov.com website.

You can access this feature 24/7 by going to our website and clicking on <https://www.accessmygov.com/?uid=406>. This will take you to the AccessMyGov (AMG) page where you can login to your account and begin the online process of applying for permits and scheduling inspections.

In order to benefit from all of the features that AMG provides, you **must** create an on-line AMG Account and link it with the contractor record that is established in our Building Department software. This allows you to see all of your permit and inspection history.

How do I create an on-line (AMG) account?

Please go to: <https://www.accessmygov.com/Contractors/?uid=406> and follow the registration process.

Once I've created the account, how do I link it with the municipality?

Please Contact Paul Evans at the City of Troy 248 524 3359, with your web user login and he will create the link.

Once your account is created and linked, you will be able to log into AMG at any time to view your activity history, request inspections and apply for permits Online.

Can I have more than one account?

The system will allow only one account to be linked to a contractor. Thus, all transactions for a business should be conducted under one account.