

Charter Township of Shelby

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OUTLINE PROCEDURES FOR SIGNS

PERMIT PROCEDURE

All signage, except as exempt by section H101.2, requires a building permit before installation and an electrical permit where applicable. Submit the information indicated below and allow approximately two weeks for plan review and processing. The permit applicant will be contacted when the permit is ready to be picked up. An application fee \$25.00 is required at the time the application is submitted.

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| 1) Planning | All signs must have Planning Commission or Planning Department Approval prior to submission of a building permit application. |
| 2) Permit application | Complete all applicable sections of application. Missing information will cause delays. |
| 3) Site Plan | Provide a copy of site plan indicating building location, appropriate set backs and sign location. |
| 4) Sealed Plans | Submit plans SEALED by a Michigan Licensed architect or engineer as required by Michigan Public Act 299. |
| (3 copies) | Provide foundation details for pylons and exterior wall mounting details for wall signs. |

GENERAL REQUIREMENTS (see the code for full text and additional requirements)

- **H105.6 Attachment** – Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied.
- All illuminated signs must be listed and labeled by a recognized lab, such as UL, or must be inspected by the Shelby Township Electrical inspector prior to installation.

INSPECTIONS

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| 1) BUILDING | Footing (Ground Sign) & Final Building |
| 2) ELECTRICAL | Rough and Final Electric (if applicable) |
| | Illuminated signs must be inspected <u>PRIOR</u> to installation if not listed and labeled by a recognized electrical laboratory. |