

Charter Township of Shelby

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OUTLINE PROCEDURES FOR SIGNS

PERMIT PROCEDURE

All signage 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 of \$25.00 is required at the time the application is submitted.

- 1) Planning** **All signs must have Planning Commission or Planning Department Approval prior to submission of a building permit application.**

- 2) Building permit application** Complete all applicable sections of application. Missing information will cause delays.

- 3) Electrical permit application** An electrical permit application must accompany the building application when sign is illuminated.

- 4) Site Plan** Provide a copy of site plan indicating building location, appropriate set backs and sign location.

- 5) Sealed Plans** Submit plans **SEALED** by a Michigan Licensed architect or engineer as required by Michigan Public Act 299.
(3 copies) All sign permit applications must have a schematic showing foundation detail for (pylons) and connectors for wall and pylon signs.

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

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

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