



BUILDING DEPARTMENT

CITY OF ROCHESTER HILLS



Commercial Sign Application Checklist

Temporary Real Estate Signs

- Completed and signed permit application (1 per sign)
- \$100.00 application fee
- Contractor registration
- Two sets of drawings (no drawings required for renewal)
 - Site Plans showing where sign is to be located (dimensioned including distance from lot lines & buildings)
 - Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign

Banners (on building)

- Completed and signed permit application (1 per sign)
- \$100.00 application fee
- Contractor registration
- Two sets of drawings
 - Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign
 - Dates up and down

Banners (on ground)

- Completed and signed permit application (1 per sign)
- \$100.00 application fee
- Contractor registration
- Two sets of drawings
 - Site Plans showing where sign is to be located (dimensioned including distance from lot lines & buildings)
 - Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign
 - Dates up and down

Panel Change

- Completed and signed permit application (1 per sign)
- \$75.00 application fee
- Contractor registration
- Two sets of drawings

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Revised: 3/2/10

- Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign

Wall Sign

- Completed and signed permit application (1 per sign)
- \$75.00 application fee
- Contractor registration
- Two sets of drawings (see below)
 - Site Plans showing where sign is to be located (dimensioned including distance from lot lines & buildings)
 - Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign

Monument Sign

- Completed and signed permit application (1 per sign)
- \$75.00 application fee
- Contractor registration
- Two sets of drawings (see below)
 - Site Plans showing where sign is to be located (dimensioned including distance from lot lines & buildings)
 - Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign