

# Signs

April 26, 2010

*A guide to  
constructing a sign  
in the City of Rochester Hills*



**INTRODUCTION**  
Signs

The City of Rochester Hills has prepared this manual to assist you in the process of constructing a sign within our City.

The manual contains important information that will help you understand the sign permit and construction process from application to completion. We have included details for areas that have generated confusion or delays in the past.

**Phone Directory**.....Page 1  
- A list of City and outside agency phone number for your reference.

**Codes Currently in Effect**.....Page 2  
- A list of the current codes that will apply to your project

**Application to Completion** .....Pages 3-5  
- This is intended to be your general guide through the complete process. It provides information on the application requirements, permits, inspections and bond refund.

**Sign Permit Fees**.....Page 6  
- A list of all fees related to constructing a sign.

**Plan Review Checklist** .....Page 7  
- A guide to help you understand the information that must be contained in the construction drawings. Please take the time to make sure your drawings are complete. Construction drawings that contain all the necessary information and details will expedite the review process.

**Inspection Request** .....Page 8  
- Contains details required for requesting an inspection, making sure your job is ready for inspection, time inspections are performed and what the inspection tags mean.

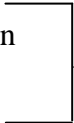
**General Requirements**.....Pages 9-10  
- A list of requirements as they relate to each specific type of sign.

**Monument Sign Document**.....Page 11  
- Sample 8 ½” x 11” sheet with plot plan and sign rendering

**Wall Sign Document** .....Page 12  
- Sample 8 ½” x 11” sheet with elevation and sign rendering

**Forms**

- Building Permit Application
- Contractor Registration
- Customer Survey Form



*All forms are available at our counter or  
online at [www.rochesterhills.org](http://www.rochesterhills.org)*

This guide contains many changes in procedures and requirements, so we urge you to read through it completely. It may save you valuable time in constructing your sign.

We hope this manual is helpful and we encourage you to provide us with any suggestions you may have as we continue to work toward improving our development process. A customer survey is available at the Building Department counter or online at [www.rochesterhills.org](http://www.rochesterhills.org).

**PHONE DIRECTORY**

**CITY OF ROCHESTER HILLS**

Office Hours: Monday - Friday 8:00 a.m. - 5:00 p.m. (except holidays)

<u>DEPARTMENT</u>	<u>PHONE</u>	<u>FAX</u>
Accounting .....	(248) 656-4632	(248) 608-8178
Assessing .....	(248) 656-4605	(248) 841-2585
Building .....	(248) 656-4615	(248) 656-4623
Inspection Request Line .....	(248) 656-4619	
City Clerk .....	(248) 656-4630	(248) 656-4744
Engineering .....	(248) 656-4640	(248) 656-4758
Facilities .....	(248) 656-4658	(248) 656-4670
Fire Prevention .....	(248) 656-4717	(248) 656-4726
Mayor .....	(248) 656-4664	(248) 656-4603
Parks, Forestry Division .....	(248) 656-4673	(248) 841-2576
Planning .....	(248) 656-4660	(248) 841-2576
Public Service .....	(248) 656-4685	(248) 656-4758
Water/Sewer Billing .....	(248) 656-4688	(248) 608-8178

City Website: [www.rochesterhills.org](http://www.rochesterhills.org)

**OUTSIDE AGENCIES, PERMITTING AGENCIES**

Ameritech (telephone).....	1-800-244-4444
Cable:	
Comcast Cablevision (formerly AT & T Cable) ....	(248) 334-1144
Wide Open West (formerly Americast Cable) .....	1-800-848-2278
Consumers Energy .....	1-800-477-5050
DTE Energy .....	1-800-477-4747
Michigan Department of Environmental Quality .....	1-800-662-9278
Michigan Department of Transportation.....	(248) 483-5100
Michigan Department of Natural Resources.....	(734) 953-0241
MISS DIG .....	1-800-482-7171
Oakland County Customer Service.....	(248) 858-0720
Oakland County Health Department.....	(248) 858-1280
Pontiac, City of (Drain Layer License Information).....	(248) 857-5670
Road Commission for Oakland County .....	(248) 858-4804

## CODES CURRENTLY IN EFFECT

City of Rochester Hills

December 2, 2009

### **Building:**

Commercial: MBC 2006 (Michigan Building Code 2006)  
Effective August 1, 2008

Residential: MRC 2006 (Michigan Residential Code 2006)  
Effective August 1, 2008

### **Plumbing:**

Commercial: MPC 2006 (Michigan Plumbing Code 2006)  
Effective January 24, 2008

Residential: MRC 2006 (Michigan Residential Code 2006)  
Effective August 1, 2008

### **Mechanical:**

Commercial: MMC 2006 (Michigan Mechanical Code 2006)  
Effective December 3, 2007

Residential: MRC 2006 (Michigan Residential Code 2006)  
Effective August 1, 2008

### **Electrical:**

Commercial: NEC 2008 (State of Michigan Electrical Code)  
2005 National Electrical Code with Part 8 Amendments  
Effective December 2, 2009

Residential: MRC 2006 (Michigan Residential Code 2006)  
Effective August 1, 2008

### **Rehab:**

REHAB 2006 (Michigan Rehabilitation Code 2006)  
Effective August 1, 2008

### **Fire Suppression:**

Commercial: NFPA 13 (2002)

Residential: NFPA 13D (2002)

Multiple Family: NFPA 13R (2002)

### **Fire Alarm**

Commercial: NFPA 72 (2002)

Kitchen Hoods: NFPA 17A (2002)

Paint Booths: NFPA 17 (2002)

Residential: NFPA 72 (2002)

The Building, Plumbing, Mechanical, Electrical, and Rehabilitation Codes can be purchased by going to the:  
Michigan Department of Labor & Economic Growth  
Bureau of Construction Codes & Fire Safety  
Lansing, MI 48909

Or the website at:

[www.michigan.gov/bcc](http://www.michigan.gov/bcc) - Codes and Standards

The codes noted above are adopted by the City of Rochester Hills Codified Ordinance Section 18-41 and 18-136.

## APPLICATION TO COMPLETION

### SIGNS

#### A General Guide Through The Complete Process

## **I. Information required for permit application**

### A. Sign Permit Application

- Form available at Building Department and online at [www.rochesterhills.org](http://www.rochesterhills.org)

### B. Application Fee

- See Sign Permit Fees on Page 6

### C. Construction Drawings – Three Sets

- See Plan Review Checklist on Page 7 for details

#### i. Monument Signs

- Plot Plan, scaled – Three Sets
- Sign Rendering, scaled
- Monument Sign Document
  - 8 ½” x 11” sheet containing plot plan and sign rendering  
(see example on page 11)

#### ii. Wall Signs

- Sign Rendering, scaled
- Elevation of building indicating height and location of sign
- Wall Sign Document
  - 8 ½” x 11” sheet of paper containing the elevation of building indicating the height and location of the sign and the sign rendering  
(see example on page 12)

## **II. Sign Contractor Registration**

Sign Companies, Sign Contractors, Sign Specialty Contractors and Sign Erectors must register with the City of Rochester Hills Building Department before an application may be submitted.

The following items are needed at the time of registration:

- Registration Fee
  - o Sign Contractor - \$50.00
  - o Sign Specialist - \$20.00 (electrical only)
- Registration Form (form included in the back of this manual and online at [www.rochesterhills.org](http://www.rochesterhills.org))  
Form must be notarized unless submitted in person by the contractor listed on the contractor’s license.
- Copy of Sign Contractor’s License (if applicable)
- Copy of Sign Specialist’s License (if applicable)
- Copy of Sign Contractor’s or, if not licensed, the Sign Company Owner’s Drivers License or other photo identification
- Certificate of Insurance

Registration expires on December 31<sup>st</sup> of each calendar year. The fee for this registration is not prorated.

The following individuals are authorized to obtain Sign Permits under the contractor's license:

***Sign Permits (does not include sign electrical connection):***

The Contractor listed on the license or anyone whose name is listed as an authorized signer on the Contractor Registration Form.

***Electrical Permits (all):***

The Electrical Contractor listed on the license and the Master (if authorized by the Electrical Contractor).

*Part 8. Electrical Code, R408-30818, 80.19.1(1)*

***Electrical Permits (sign electrical connections only):***

The Electrical Contractor listed on the license and the Master (if authorized by the Electrical Contractor). Also, the Sign Specialty Contractor listed on the license and the Sign Specialist (if authorized by the Contractor).

*Part 8. Electrical Code, R408-30818, 80.19.1(3)*

### **III. Plans Reviewed**

- A. Sign construction plans and plot plans are reviewed for proper construction standard and sign ordinance requirements for height, setbacks, square footage limitations, and corner clearance.
- B. Plans are reviewed in the order they are received.
- C. Plans that contain all the necessary information and details will expedite the review process.
- D. The permit applicant will be notified if the information provided does not meet the sign ordinance or building code requirements or if additional information is needed.

### **IV. Permit Ready**

- A. The permit applicant will be notified when the sign permit is ready to be picked up.
- B. Sign permit fees are due at the time of issuance.
- C. Permits fees can be paid by cash, credit card, debit card or check.
  - A convenience fee is charged for payments by credit card or debit card.

### **V. Electrical Permits**

- A. Any sign requiring an electrical connection requires an electrical permit.
- B. A sign specialty contractor may obtain an electrical permit for the electrical connection only.

### **VI. Inspections**

Field inspections are required for all signs and must be requested by the permit holder. See Inspection Requests on Page 8. The type and number of inspections vary depending on the type of sign. The type of inspections required for your project will be indicated in the permit stipulations on your sign permit.

The following list of inspections is intended to help you understand the standard inspections and some of the common items the inspector looks for during the inspection. This is not intended to be an all-inclusive list. Additional inspections may be required depending on the type and complexity of your project:

**A. Permanent Wall Signs**

- Final Electrical Inspection (if applicable)
  - After installation and connection of sign
  - Verify proper wiring and electrical connection
  - Final Electrical Inspection must be approved prior to Final Sign Inspection
- Final Sign Inspection
  - After sign is installed and final electrical inspection is approved
  - Verify size, height and message per approved plan
  - Verify construction attachment per approved plans

**B. Permanent Monument Signs**

- Footing inspection prior to pouring concrete
  - Verify proper footing size and depth
  - Verify footing location, setbacks and corner clearance
- Final Electrical Inspection (if applicable)
  - After installation and connection of sign
  - Verify proper wiring and electrical connection
  - Final Electrical Inspection must be approved prior to Final Sign Inspection
- Final Sign Inspection
  - After sign is installed and final electrical inspection is approved
  - Verify size, height and message per approved plan
  - Verify construction attachment per approved plans

**C. Temporary Signs**

- Sign Inspection after temporary sign is installed
  - Verify proper setback, corner clearance, height and message according to approved plan
- Final Inspection to verify sign is removed

**VII. Bond Refunds**

- A. The sign bond refund will be processed after all inspections are approved. Allow 4-6 weeks for the bond refund.

The City shall pay no interest on cash bonds submitted to the City. The City shall not return any interest accrued on cash bonds.

**SIGN PERMIT FEES**

1. **Application Fee** (Permanent Signs) .....\$75.00  
**Application Fee** (Temporary Signs) .....\$100.00
  - Non-Refundable
  - Due when application is submitted – all other fees / bond are due at the time of permit issuance. **No other fees will be accepted at the time of application** (except registration fee if applicable).
  
2. **Sign Permit Fees**
  - Permanent Wall Signs .....\$75.00
  - Permanent Monument Signs .....\$150.00
  - Permanent Panel Change.....\$75.00
  
3. **Sign Permit Plan Review Fee** ..... \$75.00 hr
  - One hour minimum
  - For Permanent Signs Only
  
4. **Bond**
  - Permanent Signs.....\$200.00

**The City shall pay no interest on cash bonds submitted to the City.  
 The City shall not return any interest accrued on cash bonds.**
  
5. **Registration Fee for Sign Contractors** .....\$50.00
  
6. **Registration Fee for Sign Specialists**.....\$20.00
  
7. **Re-Inspection Fee**.....\$75.00
  
8. **Electrical Fee Schedule** is available online at [www.rochesterhills.org](http://www.rochesterhills.org)

**ESTIMATED FEE FOR SIGNS**  
 (Based on one hour of plan review)

**\*\*\*Only registration & application fees accepted at time of application.  
 Applications not compliant with this will be returned to applicant\*\*\***

SIGN TYPE	APPLICATION FEE	PERMIT FEE	PLAN REVIEW FEE	BOND	TOTAL FEE
Temporary	\$100.00	\$0.00	\$0.00	N/A	\$100.00
Permanent Wall	\$75.00	\$75.00	\$75.00	\$200.00	\$425.00
Permanent Monument	\$75.00	\$150.00	\$75.00	\$200.00	\$500.00
Annual Real Estate	\$100.00	\$0.00	N/A	N/A	\$100.00
Panel Change	\$75.00	\$75.00	N/A	N/A	\$150.00

## PLAN REVIEW CHECKLIST

This list is provided as a guide to help you understand the information that must be contained on the plot plan and sign construction drawings. A complete set of construction plans containing all the necessary information will expedite the review process.

### Monument Signs

1. Three sets of sign construction drawings
  - Drawn to scale
  - Drawings must be clear and readable
  - Provide construction attachment details, footing width, length, depth and a scaled rendering of the sign
  - Construction plans, structural details and calculations designed by a State of Michigan licensed design professional with their signature and seal may be required as determined by the Building Official.
  
2. Three sets of plot plans
  - Plan must indicate sidewalks and driveways with proper corner clearance indicated (15 feet)
  - All utilities must be indicated
  - Current and proposed road right-of-way with sign setback
  - Roadway length dimensions and intersections with proper corner clearance indicated (25 feet)
  
3. Monument Sign Document
  - 8 ½” x 11” sheet with plot plan and sign rendering (See Example on page 11)

### Wall Signs

1. Three sets of sign construction drawings
  - Drawn to scale
  - Drawings must be clear and readable
  - Provide construction attachment details and a scaled rendering of the sign
  - Construction plans, structural details and calculations designed by a State of Michigan licensed design professional with their signature and seal may be required as determined by the Building Official.
  
2. Elevation of building showing height and location of sign
  
3. Wall Sign Document
  - 8 ½” x 11” sheet with elevation and sign rendering (See Example in page 12)

## INSPECTION REQUEST

24-Hour Inspection Request Line 248-656-4619

**The Building Department will only accept inspection requests called in on the inspection line. The inspection line is for Building Department inspection requests only.**

The telephone recorder will ask you the following information:

- The street address of the job site
- The permit number
- The type of inspection requested

Inspections called in before 8:00 a.m. that have been verified will be scheduled for that same day between 9:00 a.m. and 4:00 p.m. Inspections may be done earlier or later depending on the inspector's workload. Inspections will be performed Monday through Friday. Inspections may be available outside the normal business hours by special arrangement; there may be an additional cost for these inspections.

**A request to cancel inspections must be called in to the Building Department at 248-656-4615 before 9:00 a.m. on the day of the requested inspection.**

**Make sure your project is ready for the inspection. An inspection will not be completed and a re-inspection fee may be charged if any of the following items are not completed or in place:**

- Provide safe access to the job site and throughout the area to be inspected
- Job must be ready for inspection
- Street address posted and visible from street
- All building construction debris contained (if applicable)

**Inspection tags will be left on site after each inspection has been completed.**

**Green** - Inspection approved

**Red** - Inspection not approved. The red tag will contain a list of items that must be addressed before calling for a re-inspection. A re-inspection fee may be due for items not corrected at the time of the second inspection. Inspections must be approved before proceeding with the next phase of construction.

It is your responsibility as the permit holder to check the job site for the inspection results. Please read the information on all inspection tags, green and red. If you have any questions regarding this information, call 248-656-4615 between 8:00 a.m. and 9:00 a.m. to speak with the inspector.

## **GENERAL REQUIREMENTS**

### **Signs in Public Rights-of-Way**

It shall be unlawful for any person to post or place any sign within any public right-of-way within the city, except signs authorized by the County Road Commission, the State Transportation Commission or the City. The Mayor is authorized to cause the removal of any signs posted or placed in any public right-of-way, provided any such signs are kept available for a period of ten days for pickup by any person who might claim them.

### **Off-Premises Signs**

The Building Department may allow, on a temporary basis, one or two off-premises signs of sixteen square feet and not more than seven feet in height to advertise a new subdivision which is not along a main road, in order to draw the public to the subdivision. This off-premises sign may remain until 80% of the subdivision has received a Certificate of Occupancy.

### **Real Estate Development Signs**

The Building Department may issue a permit for a development sign initially for two years with one year subsequent renewals until 80% of the development has received a Certificate of Occupancy.

The sign shall be limited to forty-nine square feet and seven feet in height and will be used to communicate the name of the subdivision, development, contractors, engineers, architects, brokers and financial institutions involved.

### **Real Estate Signs**

Premises in excess of one acre are allowed one real estate sign per road frontage up to thirty-six square feet and no higher than seven feet and shall require a permit.

Premises with less than an acre will be allowed one real estate sign no larger than six square feet and no higher than seven feet. These signs do not require a permit.

### **Real Estate Signs (one-family residential)**

One on-premise real estate sign per frontage advertising the premise for sale, rent or lease, not to exceed six square feet in size and no taller than five feet. These signs do not require a Sign Permit.

### **Model Signs**

An on-premise sign limited to six square feet with a maximum height of five feet advertising a newly constructed residential or non-residential building model. These signs do not require a Sign Permit.

## **Open House Signs**

One off premise real estate sign for each roadway leading from a major thoroughfare into the location or subdivision where the property is for sale is allowed. The sign is limited to six square feet and not taller than five feet and may be displayed between the hours of 11:00am and 5:00pm. Open house signs are not to be located in right-of-way.

## **Garage Sale Signs**

Garage sale signs may be displayed without a permit on or off the premise as long as they are located on private property. At no time shall garage sale signs be located in the public road right-of-way. Signs are limited to one on-site and one off-site. Signs are limited to six square feet size and four feet in height. Signs advertising a garage sale shall not be erected for more than 12 days in any calendar year per garage sale location.

## **Grand Opening Signs**

Grand opening signs for new businesses require a permit and may be displayed one time only for up to thirty days.

## **Window Signs**

Signs displayed inside the window are limited to 20% of the windowpane. Signs exceeding 20% of the windowpane require a sign permit.

## **Temporary Signs and Banners**

Temporary signs and banners require a permit. Temporary signs may be displayed up to thirty (30) consecutive days with a maximum of four sign permits per year. Single sign area shall not exceed one hundred square feet. Free standing thirty-two square feet and seven feet in height. Free standing flags, not to exceed thirty-two square feet and twelve feet in height.

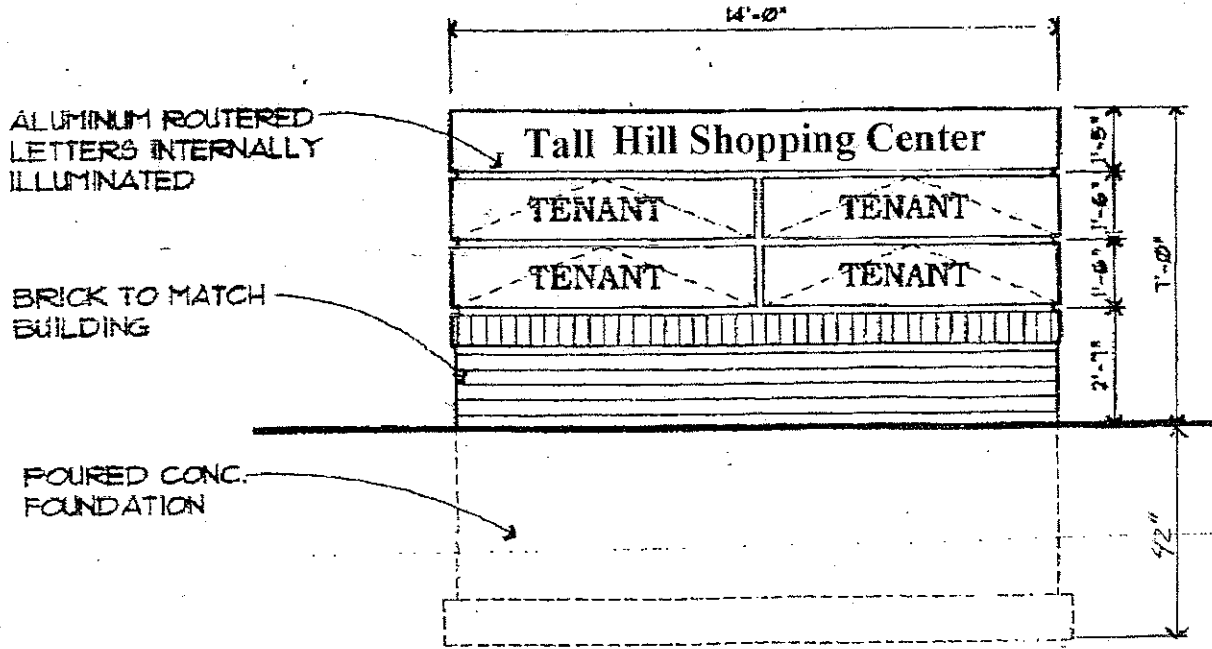
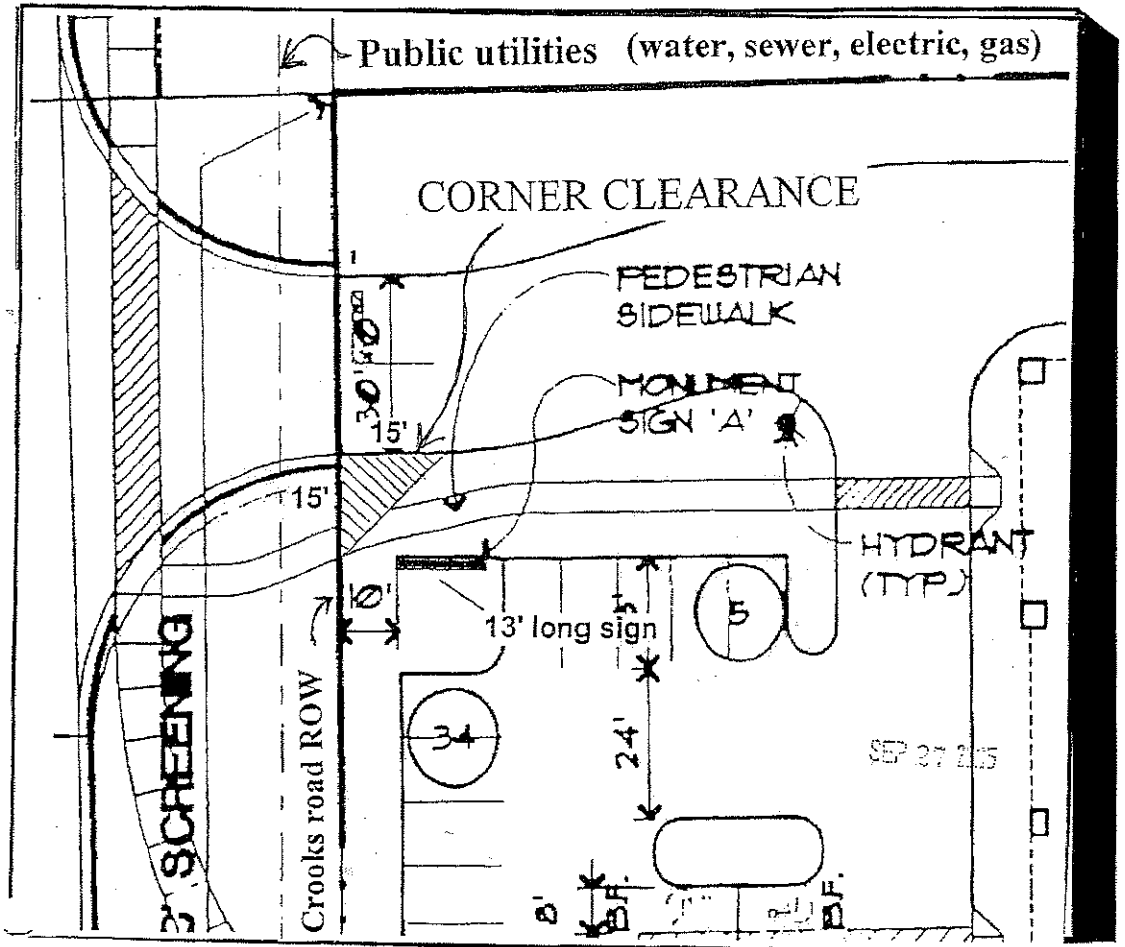
## **Flags**

Businesses may display one 24 square feet flag of the on-premise business without a permit. Flagpoles must not impede vehicle or pedestrian traffic, and flags shall not project beyond a property line. Flags must be kept in good condition.

The information in this guide is not meant to be all-inclusive.

For specific guidance on a particular project, please make reference to the approved Sign Ordinance or call the Building Department at 248-656-4615 if you have any questions.

# MONUMENT SIGN DOCUMENT

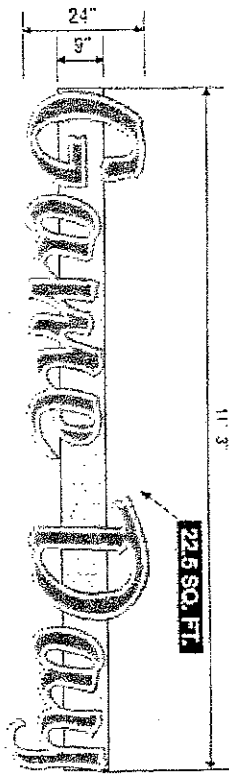


PROPOSED SIGN AREA PER SIGN:

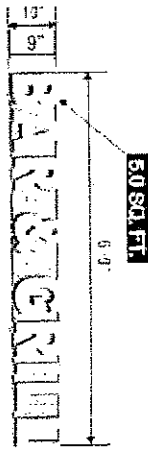
SHOPPING CENTER NAME	= 18.7 SF.
TENANT SIGN AREA	= 443 SF.
SIGN BASE	= 34.7 SF.
<b>TOTAL SIGN AREA</b>	<b>= 917.6 SF.</b>

SCALE 1/4" = 1'-0"

# WALL SIGN DOCUMENT



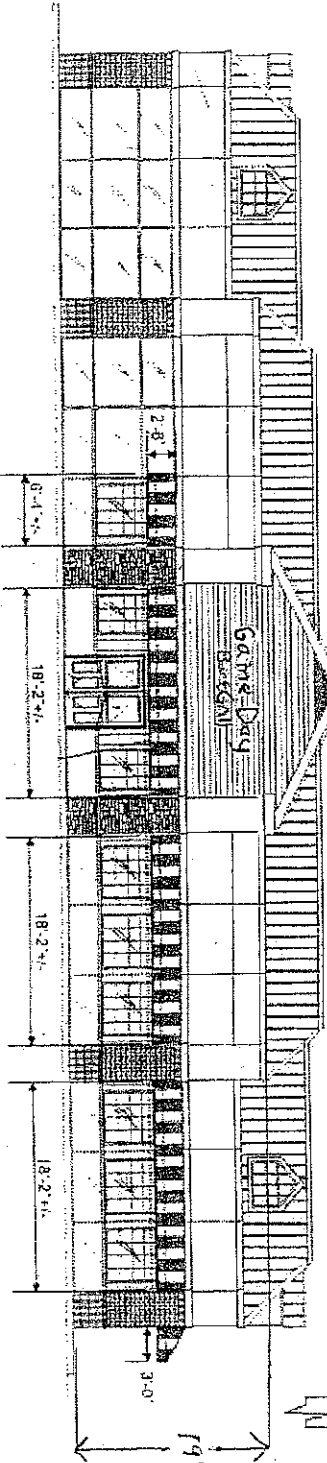
- 1** CHANNEL LETTERS
- 1.1 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 1.2 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 1.3 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 1.4 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 1.5 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 1.6 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 1.7 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 1.8 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 1.9 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 1.10 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS



- 2** BARBERCRIPT CHANNEL LETTERS
- 2.1 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 2.2 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 2.3 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 2.4 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 2.5 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 2.6 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 2.7 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 2.8 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 2.9 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS
  - 2.10 1/2" x 3/4" x 1/4" ALUMINUM CHANNEL LETTERS

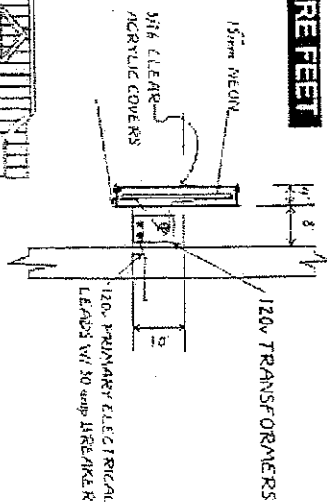
**CHANNEL LETTER DISPLAY**  
SCALE: 1/2"=1'-0"

**SIGN AREA= 27.5 SQUARE FEET**



FIELD VERIFICATION  
REQUIRED PRIOR TO  
FABRICATION

**NORTH ELEVATION**  
SCALE: 3/32"=1'-0"



<p><b>CONSOLIDATED SIGN SERVICE, INC.</b> 1205 1st Ave. Phone 661-2222 Fax 661-2222</p>	
<p>COMPANY NAME AND LOCATION <b>Game Day</b> Rochester Hills, MI</p>	
<p>ORDER NO. 11111</p>	<p>DATE 11/11/11</p>
<p>SALES DEPT. 1111</p>	<p>INST. NO. 1111</p>
<p>INSTALLER 1111</p>	<p>INSPECTED BY 1111</p>
<p>APPROVED BY 1111</p>	<p>1111</p>