



# Building Department City of Rochester Hills



## COVID Temporary Sign Installation Guide

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Businesses are a major lifeline to our community, providing jobs, and delivering products and services to our residents. We understand the hardship that local business owners are going through during this unprecedented time. In an effort to help our business owners regain their footing as they reopen, the Rochester Hills City Council passed a resolution on June 1<sup>st</sup>, 2020 to allow businesses to install temporary signs from June 8<sup>th</sup>, 2020 to December 31<sup>st</sup>, 2020.

This resolution allows for temporary signs to be installed without the need for a permit and waives all normal fees provided the temporary signs area installed in accordance with the following guidelines and ordinance requirements.

- No permit is required and all fees are waived;
- A letter of approval from the landlord is required;
- Total sign allocation is 64 square feet to be used in combination for either freestanding or wall mounted signs;
- Any signs required under Executive Orders issued by the Governor will not count toward the permitted temporary sign area;
- The maximum area for a freestanding sign is 20 square feet;
- The maximum height for a freestanding sign is 7 feet;
- The maximum area for a wall sign is 32 square feet;
- Wall signs cannot project beyond the roof or parapet of the building;
- Temporary signs need to be constructed of durable, all-weather materials and designed to remain in place and in good repair as long as they remain on display;
- Temporary signs may not be placed in the public rights-of-way or obstructing pedestrian and bicycle paths and sidewalks;
- Temporary signs must meet any applicable corner clearance requirements and must not impede clear and unobstructed ingress and egress to all required entrances/exits;
- COVID Temporary Sign Installations expire December 31, 2020.

If you have any questions please call the Building Department at 248-656-4615 and one of our customer service staff will get you in touch with the Ordinance Inspector in your area. They can walk you through the guide and help you with any questions you may have. Our Ordinance Inspectors will be monitoring the area to verify your signs are installed in the allowable locations and within the size and area requirements noted above so we can keep our business looking as nice as possible during this challenging time.