



SIGNS GUIDEBOOK

April 2019

*A City of Rochester Hills
Building Department
Guide to Constructing
a Sign*

**Rochester Hills Building Department
1000 Rochester Hills Dr.
248-656-4615**

INTRODUCTION
Signs Guidebook

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

This Guidebook 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.

From Application to Completion Pages 1-3

- This is intended to be your general guide through the complete process. It provides information on the application requirements, Permits, and inspections.

Sign Permit Fees Page 4

- A list of all fees related to erecting a sign.

Plan Review Checklist Page 5

- A guide to help you understand the information that needs to 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 help expedite the review process.

Inspection Request Page 6

- 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 7-8

- A list of requirements as they relate to each specific type of sign.

Monument Sign Document Page 9

- Sample 8 ½” x 11” sheet with plot plan and sign rendering.

Wall Sign Document Page 10

- Sample 8 ½” x 11” sheet with elevation and sign rendering.

Forms

- Contractor Registration *All forms are available at our counter or online at*
- Customer Survey Form www.rochesterhills.org

This Guidebook 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 Guidebook 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.

FROM APPLICATION TO COMPLETION

Signs

A General Guide through the Entire Process

I. Information required for the Sign Permit Application

A. Sign Permit Application

- If non-property owner, authorization letter is required from property owner.
- Form available at Building Department and online at www.rochesterhills.org

B. Application Fee

- See Sign Permit Fees on Page 4

C. Construction Drawings – Three Sets

- See Plan Review Checklist on Page 5 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 8)
 - 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, the sign rendering as well as the total height & width of tenant space (see example on page 9)

II. Sign Contractor Registration

Sign Companies, Sign Contractors, Sign Specialty Contractors and Sign Erectors shall 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 with Sign Specialist - \$30.00
 - o Sign Specialist - \$30.00 (electrical only)
- Registration Form (form available online at www.rochesterhills.org)
- Form shall 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 31st 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 help 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. Permit 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.
 - If the sign is to be lit, the Electrical permit shall be issued prior to the issuance of the sign

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 shall be requested by the Permit Holder. See Inspection Requests on Page 6. 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 shall 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 shall 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 removed

SIGN PERMIT FEES

1. **Application Fee** (Permanent Signs) \$100.00
Application Fee (Temporary Signs) \$110.00
 - Non-Refundable
 - Due when application is submitted – all other fees 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 \$85.00
 - Permanent Monument Signs \$165.00
 - Permanent Panel Change \$85.00

3. **Sign Permit Plan Review Fee** \$85.00/hour
 - One hour minimum
 - For Permanent Signs Only

4. **Registration Fee for Sign Contractors**
 - a. Sign Contractor with Sign Specialist License
 Until end of Sign Specialist License.....\$30.00
 - b. Sign Specialist.....\$30.00

5. **Re-Inspection Fee** \$85.00

6. **Electrical Fee Schedule** is available online at www.rochesterhills.org or at the Building Department counter.

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	TOTAL FEE
Temporary	\$110.00	\$0.00	\$0.00	\$110.00
Permanent Wall	\$100.00	\$85.00	\$85.00	\$270.00
Permanent Monument	\$100.00	\$165.00	\$85.00	\$350.00
Annual Real Estate	\$85.00	\$25.00	N/A	\$110.00
Panel Change	\$100.00	\$85.00	N/A	\$185.00
Four Events	\$200.00	\$0.00	\$0.00	\$200.00

PLAN REVIEW CHECKLIST

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

Signs

The Building Department offers three convenient methods to allow you request inspections:

- **24-hour Inspection Request Line** – An Inspection may be requested by calling our Inspection Request Line at (248) 656-4619 and providing the following information:
 - **The Street Address of the job site.**
 - **The Permit Number.**
 - **The type of Inspection you are requesting.**
- **Please Note:** This 24-hour Inspection Request Line is for Building Department Inspection Requests only.
- **Online Inspection Requests** – Inspections may also be requested by visiting the Building Department’s website at www.rochesterhills.org. At the bottom of the page, click on “Permits & Property Data Look up”. Register with BSAonline and call us at 248-656-4615 to link your username. Once linked, you will be able to schedule your inspections online.
- **QR Code Inspection Scheduling**– Scanning the QR Code at the top of this page will gain you direct access to the same Online Inspection Request Form as mentioned above. You will find the QR Code for scheduling inspections on many of our Building Department documents for your convenience.

Inspections scheduled before 3:00 p.m. that have been verified by the Building Department Staff will be scheduled for the next business 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 done Monday through Friday. Inspections may be available outside the normal business hours by special arrangement. Additional fees for “After Hours” inspections shall be paid in advance of the inspection.

A request to cancel an Inspection needs to be called in to the Building Department at (248) 656-4615 before 9:00 a.m. on the day of the requested Inspection.

Please make sure your project is ready for an Inspection. Inspections will not be done and a re-inspection fee may be charged if the following items are not completed or in place:

- Safe access to the job site and throughout the area to be inspected.
- The Street address and lot number posted and visible from street.

Inspection results will be left on site after each inspection has been completed

Green Tag	Inspection approved.
Inspector’s Report	Inspection not approved. The Inspector’s Report will contain a list of items that need to be addressed before calling for a re-inspection. A re-inspection fee will be due for items not corrected at the time of the second Inspection. Inspection shall 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 Green Tags or Inspector’s Reports. If you have any questions regarding this information, please call (248) 656-4615 between 8:00 a.m. and 9:00 a.m. and ask to speak with the Inspector that wrote the Inspector’s Report.

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.

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 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.

Window Signs

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

Permanent Signs

Temporary Signs and Banners

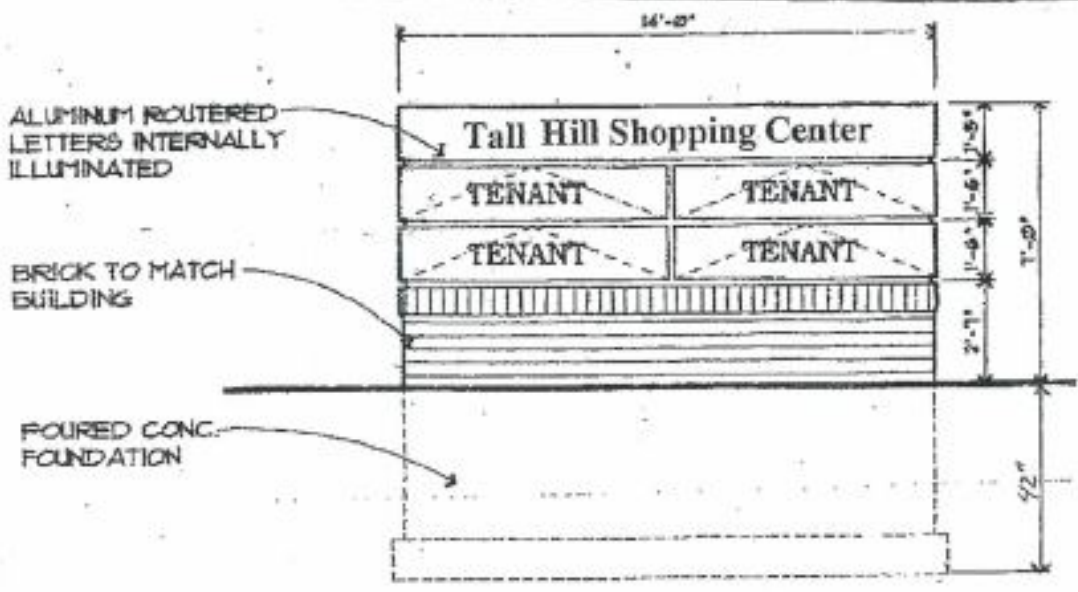
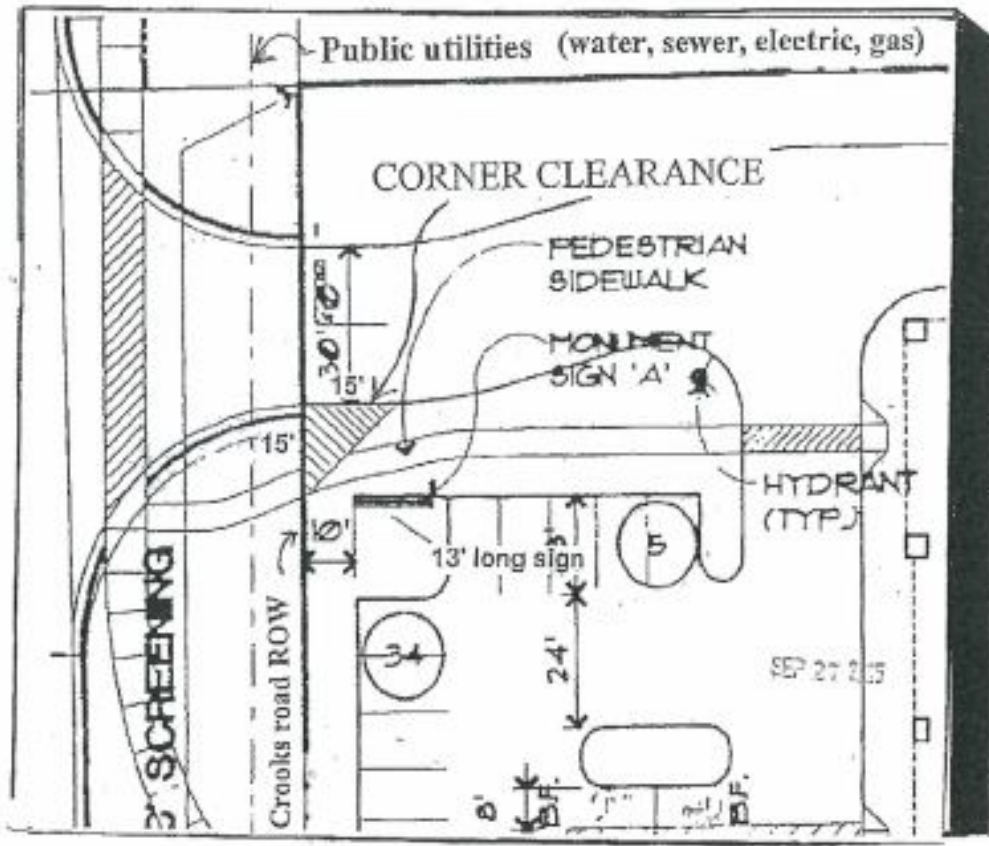
Temporary signs and banners require a Permit. Temporary signs may be displayed up to thirty (30) consecutive days with a maximum of four sign permits per year, with a 30 day gap in between. Single sign area shall not exceed one hundred square feet. Free standing thirty-two square feet and seven feet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

Flags

Businesses may display one 24 square foot flag of the on-premise business on a flag pole without a Permit. Flagpoles shall not impede vehicle or pedestrian traffic, and flags shall not project beyond a property line. Flags shall 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.
TOTAL SIGN AREA	= 517 SF.

SCALE 1/4" = 1'-0"

