

CITY OF NOVI – SIGN PERMIT APPLICATION
COMMUNITY DEVELOPMENT
(248) 347-0415



All applications must have one drawing showing fully dimensioned sign details.

All signs must have one plot plan showing sign location, any easements and right-of-way.

All ground signs require a sign foundation permit. Submit a separate building permit application for ground sign foundation along with three signed/sealed engineered drawings and calculations to the Novi Building Department.

Address of Installation _____ Date _____

Owner of Sign _____ Address _____

City _____ State _____ Zip _____ Phone _____

Erector _____ Address _____ City _____

State _____ Zip _____ Erector's License No. _____ Phone _____

EMAIL _____

Type of Sign Entranceway Business Center Wall Ground Awning Projecting

Is this sign illuminated? _____ Lineal frontage of this business _____ (multiple tenant)

Is this a multi-tenant building? _____ Is this a multi-story building? _____

Is this a single tenant building on a single parcel of land? _____ Distance from street centerline _____ (single tenant)

Size/Measurement: Horizontal _____ Vertical _____ Area Sq. Ft. _____

Height from Grade to Top of Sign _____ Copy to be on Sign _____

SIGN PERMIT FEE DOES NOT INCLUDE ANY FEES FOR BUILDING, ELECTRICAL OR RIGHT-OF-WAY PERMITS THAT MAY APPLY.

SIGNATURE OF APPLICANT OR AGENT

TELEPHONE NUMBER

PRINTED NAME

Reviewed by _____ Date _____

Approved

Not Approved – Reason for Denial _____

ZONING BOARD OF APPEALS (if applicable)

Approved

Not Approved Case No. _____ Date _____