

# Livonia



## Sign Guidebook

The City of Livonia  
Inspection Department  
a Guide to Building  
or Installing a New Sign.



Inspection Department  
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City Hall Annex  
Livonia, MI 48154  
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# **INTRODUCTION**

## Signs Guidebook

The City of Livonia 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**

- 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**

- Sign fees are based on set costs and dimensions of sign. See “Commercial Sign Application Checklists.

### **Plan Review Checklist**

- 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**

- 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**

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

### **Monument Sign Document**

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

### **Wall Sign Document**

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

### **Forms**

- Building Permit Application
- Contractor Registration
- Application Checklist
- Guide to Store Fronts

**Please Note: This Guidebook is only intended to be a guide and is not all inclusive of the Building Code and City Ordinances. For complete details of all requirements, consult the version of the Michigan Residential Code that is currently in effect. The guidelines in this guidebook are subject to change without notice.**

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 permitting process.

**Thank you!**

**The City of Livonia Inspection Department**

# FROM APPLICATION TO COMPLETION

## Signs

A General Guide through the Entire Process



### 1. Information required for the Sign Permit Application

The following shall be submitted with the application. Please note that all forms need to be filled out completely.

- A. **Sign Permit Application** \*- The Applicant's signature is required.
- B. **Application Fee** – Based on size and cost of construction.
- C. **Plot Plan** – Two Sets – Please see “Monument Sign Document”.
- D. **Construction Drawings** – Two Sets – Please see “Wall Sign Document”.
- E. **Sign Erector Application**- \*- The Applicant's signature is required.
- F. **Certificate of Insurance** – Certificate of Insurance verifying that the applicant has Public Liability Insurance. Limits of Liability Insurance listed on application.

\* Use “[BS&A Online](#)” to apply for a permit, check permit status, schedule an inspection and view inspection results. **QR Code for BS&A Online**– Scanning the QR Code above will give you direct access to BS&A Online as mentioned above.

### 2. Sign Contractor Registration

Sign Companies, Sign Contractors, Sign Specialty Contractors and Sign Erectors shall register with the City of Livonia Inspection Department before an application may be submitted.

The following items are needed at the time of registration:

- Registration Fee - Sign Contractor - \$40.00
- Registration Form (form available online at [www.livonia.gov](http://www.livonia.gov))
- 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 Driver's License or another 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)

### **3. 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.

### **4. 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.

### **5. 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.

### **6. Inspections**

Field inspections are required for all signs and shall be requested by the Permit Holder. See Inspection Requests. 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**

- Field Inspection – Prior to sign installation performed at City Hall (for electric signs only).
- 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**

- Field Inspection – Prior to sign installation performed at City Hall (for electric signs only).
- 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

# **PLAN REVIEW CHECKLIST**

## Signs Guidebook

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. Two 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 "Monument Sign Document".

### **Wall Signs**

1. Two 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 "Wall Sign Document".

# INSPECTION REQUESTS

## Signs Guidebook



**The Inspection Department offers a convenient method to allow you to schedule an inspection:**

- Use “[BS&A Online](#)” to schedule an inspection and view inspection results. You will need to schedule an inspection at least one business day prior to the inspection date (before 3:30 pm).
- **QR Code for BS&A Online**– Scanning the QR Code above will give you direct access to BS&A Online as mentioned above.

Inspections scheduled before 3:30 p.m. may be added to the workload for the following working day. Electrical inspections fill up faster than other inspections, they will not be guaranteed the next day. Inspections will be done Monday through Friday from 9:30 a.m. - 3:30 p.m. Inspections may be done earlier or later depending on the Inspector’s workload. Inspectors will be available by phone from 8:30 – 9:30 a.m. and 4:00 – 5:00 p.m. See our [Staff Directory](#) to call the morning of your inspection for an a.m. or p.m. window. 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 Inspection Department at (734) 466-2580 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.
- Approved plans on site.
- The job is ready for inspection (refer to “Building Inspections”).
- The Street address and lot number posted and visible from street.
- Temporary soil erosion control properly installed if applicable.
- The Street kept clean.
- All building construction debris and materials contained on the property.
- Tree protection properly installed and maintained if applicable.

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

**City of Livonia Sticker** This will have a list of all the inspection groups. If signed and dated at inspection requested the Inspection was Approved.

**Inspector’s Correction Notice** Inspection not approved. The Inspector’s Correction Notice 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. Inspections 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 the Inspector’s Correction Notice. If you have any questions regarding this information, please call your Inspector between 8:30 – 9:30 a.m. and 4:00 – 5:00 p.m. see our [Staff Directory](#) online. For the quickest results use “[BS&A Online](#)” to view inspection results. Most Inspectors work in real-time, however there still could be a slight delay.

# **GENERAL REQUIREMENTS**

## Signs Guidebook

### **Area of the Sign**

The area of a sign, expressed in square feet, shall mean the entire area within any circle, triangle or rectangle or square enclosing the extreme limits of writing, representation, emblem or any figure or similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed. Where a sign has two (2) or more faces, the area of all faces shall be included in determining the area of the sign, except that where two (2) such faces are placed back to back and are at no point more than two (2) feet from one another, the area of the sign shall be taken as the area of one (1) face if the two (2) faces are of equal area, or as the area of the larger face if the two (2) faces are of unequal area.

### **Awning Sign**

Any sign attached to, erected on or hung from an awning or a canopy. A canopy is a permanent roof-like shelter extending from part of or all of a building face over a public access area and constructed of the same material as the building. A sign on an awning shall be treated as a wall sign.

### **Flags**

No greater quantity than three (3) per development site. Flagpoles shall be permitted to be located within the minimum required building setback area, provided that the distance between the base of the pole and any lot line is not less than the height of the flagpole.

### **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. Garage sales are permitted in the City, but residents must obtain a permit and have it on hand during all sales days. Two garage sales are permitted per year. Sales must be four weeks apart. The permit for the first sale is \$5; the permit for the second sale is \$10. Permits are issued through the City Clerks' office (734) 466-2230 for more information.

### **Grand Opening Signs**

Grand opening signs for new businesses require a Permit and may be displayed one time only for up to fourteen (14) days.

### **Ground / Monument Sign**

A freestanding sign supported by one (1) or more upright braces or poles of reasonable size necessary to support such sign, located in or upon the ground or to something requiring location on the ground, including a wall or pillar.

### **Off-Premises Sign**

A sign which contains a message unrelated to a business or profession conducted on the subject property, or to a commodity, service or activity not sold or offered upon the premises where such sign is located.

### **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 with an area not to exceed four (4) square feet. Such signs may be located only on the premises being sold and may be displayed for only one (1) day in any seven (7) day period. Open house signs are not to be located in right-of-way.

### **Real Estate Development Sign**

A temporary non-illuminated business sign placed on the premises of a subdivision or other real estate development to advertise the development and provide information relative to availability while the development site is under construction. Real estate development signs shall be located on the land being developed and shall not exceed thirty-two (32) square feet in area, eight (8) feet in height and shall have a minimum setback of ten (10) feet from any public right-of-way line. Real estate development signs may be permitted for a time period not to exceed twelve (12) months from the date of issuance of the sign permit and may be renewed by the Director when the sign is demonstrated to be safe and well maintained. Such signs are to be removed upon expiration of the permit or occupancy of the building, whichever occurs first.

### **Real Estate Sign**

A temporary non-illuminated sign pertaining to the sale, lease or rental of a single lot or parcel or existing building situated thereon. Real estate signs shall be removed within thirty (30) days after the property is rented, leased or sold. For the purpose of this ordinance, a property shall be considered leased when the lease agreement is executed by all parties or it shall be considered sold when the sale is closed.

Real estate signs shall not exceed six (6) square feet in area, and if freestanding shall not exceed five (5) feet in height and shall have a minimum setback of ten (10) feet from any public right-of-way.

### **Sign**

A name, identification, description, display, light, balloon, flag, pennant, streamer, banner, illustration, letter, numeral, work, model, logo, trademark, representation or device of any kind whatsoever, which is affixed to, or painted, or otherwise located or set upon or in a building, structure or piece of land and which directs attention to an object, product, place, activity, person, institution, organization or business and which is visible from any public street, sidewalk, alley, park or public property. The definition includes interior and exterior signs but not signs primarily directed at persons within the premises of the sign owners and does not include goods displayed in a store window.

### **Sign Erector**

Any person engaged in the business of erecting, altering, or removing signs on a contractual or hourly basis.

## **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. 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.

## **Sign Setback**

The distance measured from the portion of the sign structure nearest to the property lines or public rights-of-way. For the purpose of this measurement, the property lines and public right-of-way lines extend vertically and perpendicularly from the ground to infinity.

## **Temporary Pennant, Banners and Balloons**

Temporary Sign - A display, information sign, or banner with or without a structural frame intended for a limited period of display including decorative displays for holidays or public demonstrations, civic projects, or other special events of a temporary nature, but shall not include real estate signs.

Pennant - A narrow triangular cloth of the general type which is sometimes associated with naval signaling.

Banner - A temporary sign made of cloth used in connection with some special event or promotion. Banners must be affixed to buildings or light poles and, if attached to a light pole, may not exceed three (3) feet in width or fifteen (15) square feet in area.

Temporary signs and banners require a Permit. Temporary signs may be displayed up to fourteen (14) consecutive days with a maximum of two (2) sign permits per year.

## **Variable Electronic Message Sign**

A light emitting diode (LED), digital or other similar sign such as, but not limited to, a liquid crystal display sign, fiber optic sign, or plasma display screen sign, the content of which can be electronically changed by remote or automatic means without altering the face of the sign. A sign or portion of a sign on which the message or display is an electronic indication of fuel price is an example of a variable electronic message sign.

## **Wall Sign**

A sign attached to, inscribed or painted on, or placed flat against the exterior surface of any building or the vertical face of a "mansard roof," no portion of which projects more than twelve (12) inches from the wall and which may not project above the roof or parapet line. The roof line meaning the vertical distance measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and the average height between eaves and ridge boards for gable, hip and gambrel roofs. Unless otherwise permitted, wall signs are prohibited from being erected on the sides of buildings and are required to be located on the front facade, and in no event shall there be more than one (1) sign on the building front of each occupant or tenant.

## **Window Sign**

A sign which is applied, affixed, or attached to the interior of any building window or which is displayed through the glass area so as to be visible from the exterior of the building.

Permanent window signs shall be permitted only on the ground floor of a building, not to exceed ten (10) square feet in area per each place of business. If the permanent window signs exceed ten (10) square feet in area, they shall be treated as exterior wall signs and shall be permitted only as part of the total allowable wall sign area otherwise permitted in this ordinance.

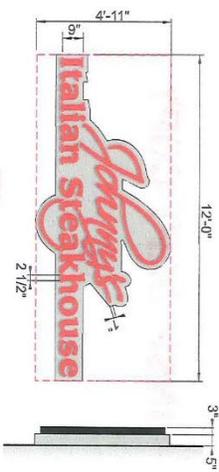
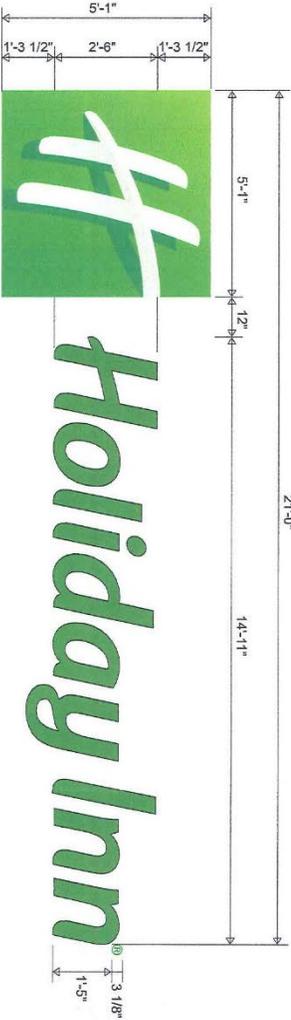
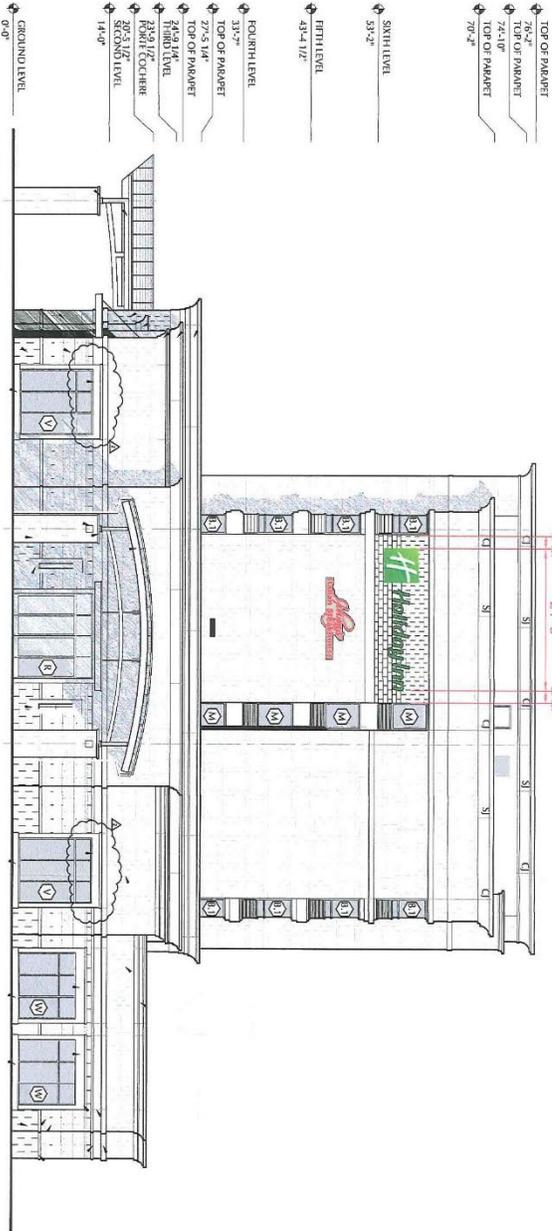
Temporary window signs only on the ground floor of businesses located in C-1, C-2 and C-3 zoning districts, subject to the following: That the total of all window signage, permanent and temporary, covers not more than twenty (20) percent of all the glass area of the portion of the building occupied by such business; and That the signs are not illuminated; and are removed from the glass area not more than thirty (30) days following the initial display.

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 Inspection Department at (743) 466-2580 if you have any questions.



# Wall Sign Document

## PROPOSED SIGNAGE



**CUSTOM S/F Illum'd Channel Letters  
 w/ Sculpted Background Panel**  
 SCALE: 1/4"=1'-0"  
 58.9 SF

**S/F Internally Illum'd Monogram/  
 Channel Letters - L-LM-5D**  
 SCALE: 3/8"=1'-0"  
 76 SF

- LED ILLUMINATION 120 VOLT
- ACRYLIC FACES (LETTERS)
- FLEX FACE (MONOGRAM)