



**City of Lapeer**  
**Building Department**  
576 Liberty Park, Lapeer MI 48446  
Phone: 810-245-9621 Fax: 810-538-3000  
Email: [building@ci.lapeer.mi.us](mailto:building@ci.lapeer.mi.us)

## REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR A SIGN

1. Sign Permit Application – To be filled out completely and signed by the Licensed Contractor
  - A copy of the sign specialist license & driver's license
  - A copy of the sign contractor's license & driver's license
2. Electrical Permit Application (if applicable)
  - To be filled out completely and signed. A copy of the sign specialist license, sign contractor's license and driver's license are required.
3. Contractor Registration Form - To be filled out completely and signed with all the requirements submitted. *Registration Fee \$15 per License.*
4. 3 Colored Copies of proposed sign meeting the following requirements:
  - Drawn to scale in a draftsman-like manner. Scale not less than 1/8 inch = 1' 0"
  - Drawing shall be clear and readable.
  - Drawing sets shall consist of a single sheet size no longer than 24" by 36"
  - Information in the packet must include:
    - Building Elevation (all sides)
    - Sign Location
    - Sign Measurements (Height, Width, Depth)
    - Type of Proposed Sign
    - Listing Electrical Components (if applicable)
5. Application fee of \$162 is due upon submittal

### Required Inspections:

- Footing (Monument Sign)
- Final Electrical
- Final Sign

All Signs must be in compliance with Chapter 7 Article 7.17 of the City of Lapeer Zoning Ordinance. The Zoning Ordinance is available online:  
[https://www.ci.lapeer.mi.us/ordinances\\_and\\_city\\_charter/index.php](https://www.ci.lapeer.mi.us/ordinances_and_city_charter/index.php)