

City Of Grosse Pointe
Department Of Public Service
17147 Maumee
Grosse Pointe City, MI 48230
313-885-5800

Portable Sign Permit
Request Form

Listed below are key rules for placement of portable signage

1. Permits are valid for 30 days or 12 Months.
2. Portable signs are not allowed to be placed within 10 feet of a fire hydrant and may not obstruct pedestrian passage.
3. Portable signs must be placed a minimum of 2 feet and a maximum of 10 feet from the store entrance, or within 2 feet of the building's approved outdoor furniture location.
4. Only one portable sign is allowed per business. If a business has rear or side entrance, a sign is also allowed there.
5. Portable signs are only allowed to be placed outside during the hours of business operation.
6. Portable signs can only have 2 sides and are not allowed to have wheels.
7. Portable signs shall be made of high quality material such as wood or decorative metal.
8. The following materials are prohibited: plywood, plastic and fabric.
9. Banners, flags, balloons, streamers, pennants, etc. are prohibited on portable signs.
10. Lettering on portable signs may not be more than 4 inches in height and fluorescent or bright colors inconsistent with the other signage in the Village are prohibited on portable signs.
11. Portable signs shall be kept in good repair at all times.
12. Size requirements for portable signs are 36 to 61 inches in height, no more than 25 inches wide and the maximum message display area cannot exceed a total of 6 square feet.

Name of Business _____

Address _____ Telephone _____

Owner _____ Address _____

Proposed Location of Sign _____

Size of Sign _____ Size of Letters _____

Exact Permanent Wording on Sign _____

Construction and Materials of Sign _____

Applicant must submit:

1. Drawings or pictures of the proposed portable sign and sketch of proposed location.
2. 30 day permit fees of \$5.00 or 12 month permit fees of \$25.00 per sign.
3. Insurance policy naming the city additional insured in the amount of \$300,000 per occurrence.
4. Signature on application which certifies the applicant understands and agrees to the requirements listed above and the portable sign ordinance contained in Section 58-11 of the City Code, violations of which may be subject to enforcement.
5. Placement date Start: _____ End : _____

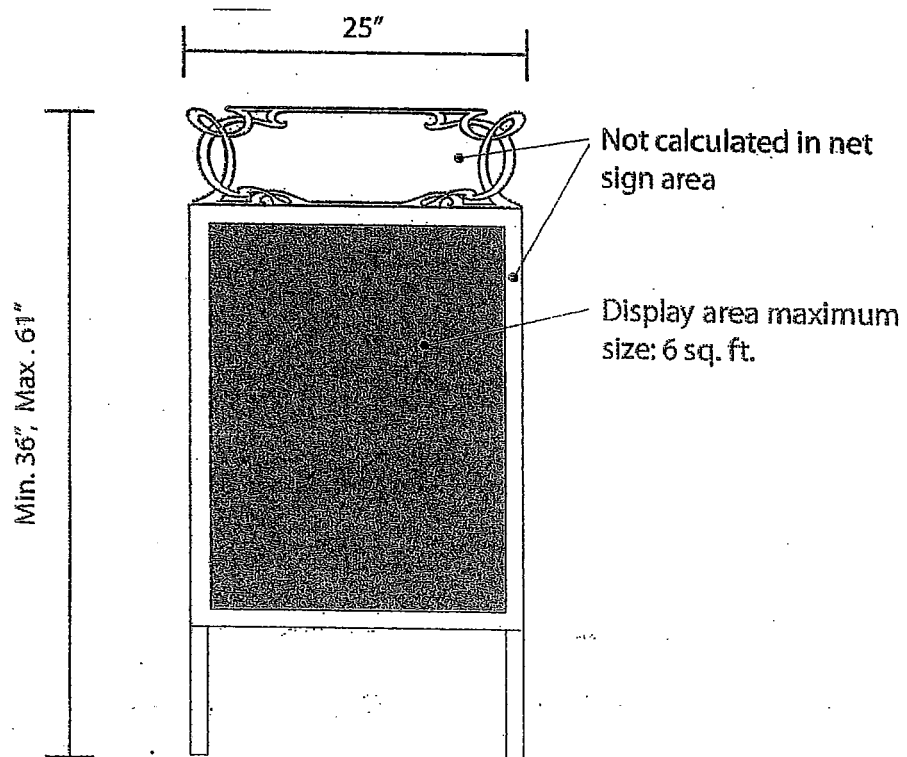
Signature of applicant _____ Date _____

Approved By: _____ Title _____ Date _____

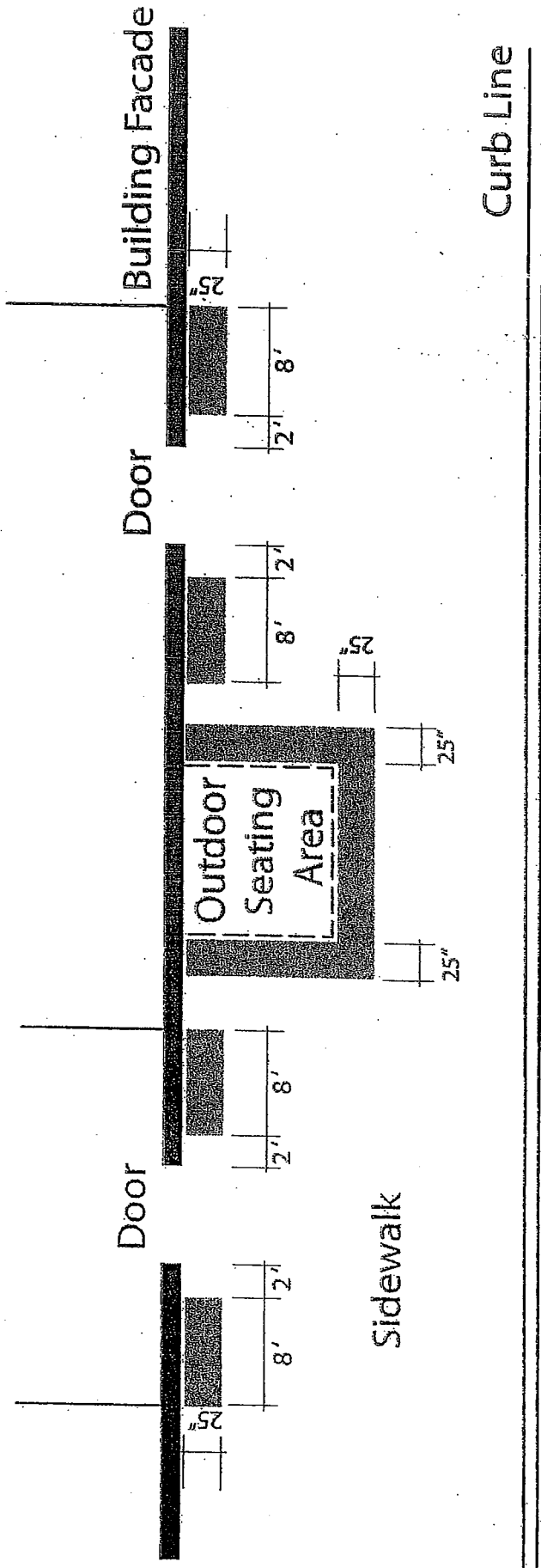
The following design requirements shall apply to all signs: 58-11


1. All portable signs located in the C-2 district shall be consistent with the character of the City of Grosse Pointe village area.
2. Portable signs shall be made of wood or decorative metal or other comparable high quality material, with cast iron or decorative metal brackets, and the design of the sign shall be consistent with the style, composition, materials, colors and details of the building. Portable signs on wheels and the use of plastic sign bases and frames shall be prohibited. Portable signs that incorporate banners, flags, balloons, streamers, or pennants shall be prohibited.
3. Fluorescent or intensely bright colors shall be prohibited.
4. Portable signs lettering, excluding that which is part of the business logo, shall be between two to four inches high. Changeable letters, dry-erase/marker boards, and fabric sign faces shall be prohibited; however chalkboard signs and signs with changeable faces may be permitted.
5. Portable sign designs shall have minimal text. Logos and graphics are encouraged.
6. The business name lettering and/or logo shall be neatly painted, raised, or routed onto the sign, or similar permanent lettering attached to the sign face, as determined by the building inspector.
7. The sign shall be kept in good repair at all times.
8. Portable signs are to relate to the nature or theme of the business advertised.
- h. No portable sign shall be less than an overall height of 36 inches or exceed an overall height of 61 inches. The maximum width of the sign shall be 25 inches. The maximum sign area per portable sign is six square feet.
- i. The city shall reserve the right to modify these requirements for portable signs when such signs are used solely during city approved special events.
- j. Portable signs shall be weighted or secured in some manner so as to prevent them from being moved or blown over by the wind.

Sidewalk Sign Specifications



Portable Sign Location Guidelines



Portable Sign Permitted 

7/18/08

Mckenna
ASSOCIATES
INCORPORATED