



A HERITAGE OF GOOD LIVING

**City of Lathrup Village  
Building Department  
27400 Southfield Rd**

Phone (248) 557-2600

Fax: (248) 557-2602

Email: customerservice@lathrupvillage.org

Building Official	
Approved	
Not Approved	

**Temporary Sign Permit Application**

Sign Location:			
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Installation Date:		Removal Date:	
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Sign Size:	X	Attached To:	
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**Business Information**

Name:		License #:	
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Owner's Name:		Phone:	
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**Required Information**

- A completed temporary sign application
- Submission of two Photos or sketches drawn to scale of existing location of signs.
- Submission of two Photos or sketches of proposed signs

**Signage Type:**

<input type="checkbox"/>	<b>"Grand Opening" Signage</b> New Businesses are allowed to place banners, pennants, search lights, twirling signs, sandwich board signs, balloons, or other gas filled figures.
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<input type="checkbox"/>	<b>"Sale or Promotion" Signage</b> A single banner or pennant display shall be permitted for a commercial business to call attention to a sale or promotion. May be permitted up to three (3) times in a calendar year
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<input type="checkbox"/>	<b>"Public, Charitable, Educational or Religious Event" Signage</b> Temporary signs announcing any Public, Charitable, Educational or Religious event or function, (located entirely on private premises) shall be permitted.
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**Applicant has Read and Agreed That:**

- No shall be allowed for a period exceeding 14 consecutive days and must be removed within 24 hours of deadline
- No more than 3 banner and pennant displays shall be permitted for any one business during a calendar year commencing on January 1.
- Banners or pennants shall be restricted to 25 square feet per sign
- In no instance shall more than one banner or pennant be allowed per approved event period.

**Applicant Signature**

Signature:	
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Printed Name:	
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For Office Use Only	
Date:	
Permit Fee:	\$15.00
Paid Via:	

Notes: \_\_\_\_\_

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