Reset Form

Print Form

Minneapolis Development Review
250 South 4th Street – Room 300
Minneapolis, MN 55415 – 1316

Office 612-673-3000 or 311
Fax 612-673-2526
TTY 612-673-2157
www.ci.minneapolis.mn.us/mdr

Office Use Only

Routing#_____ **T#**_____

Amount$_____ **Permit#**_____

Development Coordinator_____
Signature **Date**

SIGN APPLICATION

JOB ADDRESS (PLEASE INCLUDE BUILDING NAME AND NUMBER):
OWNER / OCCUPANT AND PHONE NUMBER:
TYPE OF WORK TO BE DONE: NEW_☐_ **TEMPORARY**_☐_ **SIGN RE-FACE**_☐_ **ALTERATION**_☐_ **VALUE OF WORK $**_____

SIGN INFORMATION EACH APPLICATION MUST INCLUDE THE INFORMATION BELOW **AND** ITEMS 1-4 ON THE REVERSE OF THIS FORM	
SIGN COPY	
TYPE	☐ WALL SIGN ☐ AWNING / CANOPY ☐ BANNERS ☐ PROJECTING SIGN ☐ BILLBOARD ☐ FREE-STANDING SIGN (MONUMENT) ☐ FREE-STANDING SIGN (POLE)* ☐ CHANGEABLE COPY SIGN, DYNAMIC ☐ DYNAMIC SIGN* ☐ OTHER _____
ILLUMINATION	☐ NONE ☐ EXTERNAL ☐ INTERNAL ☐ BACKLIT*
SIZE / HEIGHT	PROPOSED SIGN DIMENSIONS: _____ ft. x _____ ft. = _____ sq. ft. HEIGHT ABOVE GRADE (MEASURED TO TOP OF SIGN): _____ ft.
SITE INFORMATION	TOTAL AREA OF **ALL** OTHER EXISTING SIGNS/BILLBOARDS: _____sq. ft. LENGTH OF WALL UPON WHICH SIGN IS TO BE INSTALLED: _____ft. LENGTH OF FRONTAGE UPON WHICH SIGN IS TO BE INSTALLED: _____ft.

**A separate land use application may be required.*

ADDITIONAL INFORMATION: _____

_____

I certify that all information provided in this application form and any other information provided by me in support of this application is true and accurate to the best of my knowledge. I certify that I will comply with all applicable State and local laws and regulations in performing the work for which this permit is issued, and that I possess all contractor and personal licenses and certificates of competency, if any, that are required for lawful performance of the work described in this permit. I understand that the issuance of this permit does not imply or authorize the granting of any such license or certificate of competency, nor the issuance of any business license or professional license. Homeowners shall not hire unlicensed persons to perform work under any building, electrical, mechanical, or plumbing permit.

SIGNATURE:_____ **DATE:**

COMPANY NAME:	CONTRACTOR LICENSE #:
COMPANY ADDRESS:	CONTACT PERSON:
CITY: STATE: ZIP:	CONTACT PHONE #:
E-MAIL ADDRESS:	CONTACT FAX#

MAKE CHECKS PAYABLE TO: **MINNEAPOLIS FINANCE DEPARTMENT**, OR CHARGE TO

◯ **MC** ◯ **VISA** ◯ **AMEX** ◯ **DINERS CLUB**	**ACCOUNT#**	**EXP DATE: Mo___Yr___**

REQUIREMENTS FOR ALL SIGN PERMIT APPLICATIONS

1) A SURVEY (RECOMMENDED) OR SITE PLAN INDICATING:
   - ALL PROPERTY LINES.
   - STREETS, SIDEWALKS AND ALLEYS
   - BUILDING FOOTPRINTS
   - THE LOCATION OF ALL EXISTING AND PROPOSED SIGNS ON THE PROPERTY

2) AN ELEVATION PLAN OR RENDERING FOR EACH PROPOSED SIGN WHICH INDICATES: **
   - LOCATION
   - DIMENSION OF SIGN
   - HEIGHT
   - ILLUMINATION
   - DIMENSION OF WALL (OR FRONTAGE FOR MONUMENT SIGNS).

3) A PHOTO OF EACH ELEVATION WHERE SIGN ALTERATIONS ARE PROPOSED. INCLUDE THE ENTIRE ELEVATION AND INDICATE ALL EXISTING SIGNAGE**

   *** A PHOTO RENDERING COMBINING THE REQUIREMENTS OF ITEMS 2 & 3 MAY BE ACCEPTABLE*

4) PROPOSED AND EXISTING LIGHTING (LOCATION, TYPE AND SIZE).

ADDITIONAL INFORMATION REGARDING THE SIGN PERMIT PROCESS

A. SEE WWW.CI.MINNEAPOLIS.MN.US/MDR/PERMITS/SIGNPERMITS/INDEX.ASP FOR GENERAL INFORMATION ABOUT THE SIGN PERMIT PROCESS.

B. APPLICATIONS MAY BE SUBMITTED IN PAPER OR ELECTRONIC FORMATS ONLY. FAXED APPLICATIONS WILL BE DEEMED INCOMPLETE AND RETURNED.

C. ALTERATIONS TO HISTORIC LANDMARKS OR ANY PROPERTY IN A HISTORIC DISTRICT ARE SUBJECT TO THE CITY'S HERITAGE PRESERVATION REGULATIONS. SEE WWW.CI.MINNEAPOLIS.MN.US/HPC/LANDMARKS/ FOR MORE INFORMATION.

D. PRIOR APPROVAL FOR SIGN PERMITS ALONG NICOLLET MALL IS REQUIRED. CALL (612) 338-3807 FOR MORE INFORMATION

E. THE ZONING CODE IS ON FILE IN THE OFFICE OF THE CITY CLERK AND IS ALSO ON THE INTERNET AT THE CITY OF MINNEAPOLIS WEBSITE OR AT WWW.MUNICODE.COM/LIBRARY/LIBRARY.ASPX. (SEE TITLE 20, CH. 543 OR 544).

F. CITY RESOURCES MAY BE AVAILABLE FOR QUALIFYING PROJECTS. FOR MORE INFORMATION SEE: HTTP://WWW.CI.MINNEAPOLIS.MN.US/CPED/GREAT_STREETS_HOME.ASP