



Minneapolis Development Review Public Service Building 505 4th Ave. S., Room 320 Minneapolis, MN 55415-1316 Office 612-673-3000 or 311 TTY 612-263-6850 Email completed applications to: signpermits@minneapolismn.gov	<i>Office use only</i> Routing # _____ T# _____ Amount \$ _____ Permit # _____
--	--

Sign Application

Job address (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 side of this form, as needed	
Sign copy	
Type	<input type="checkbox"/> WALL SIGN <input type="checkbox"/> AWNING / CANOPY <input type="checkbox"/> BANNERS <input type="checkbox"/> PROJECTING SIGN <input type="checkbox"/> ROOF <input type="checkbox"/> BILLBOARD <input type="checkbox"/> FREE-STANDING SIGN (MONUMENT) <input type="checkbox"/> FREE-STANDING SIGN (POLE)* <input type="checkbox"/> CHANGEABLE COPY SIGN, DYNAMIC <input type="checkbox"/> DYNAMIC SIGN* <input type="checkbox"/> OTHER _____
Illumination	<input type="checkbox"/> NONE <input type="checkbox"/> EXTERNAL <input type="checkbox"/> INTERNAL <input type="checkbox"/> 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 #:
Email:	Contact fax #:

Payment methods:

- To pay by **check**: please make checks payable to: **Minneapolis Finance Department**
- To pay by **credit card**: staff will follow up with the contact listed above to arrange payment, as credit card information may not be submitted electronically.

Items That May Be Required Upon Request

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. For general information about the sign permit process, visit: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits/permits-overview/permit-types/sign-permits/>
- B. Faxed applications will be deemed incomplete and returned. For electronic submittals, please contact the Zoning office via 311 for information.
- C. Alterations to historic landmarks or any property in a historic district are subject to the City's heritage preservation regulations. Visit: <https://www2.minneapolismn.gov/resident-services/property-housing/landmarks/> for more information.
- D. The Zoning Code is on file in the Office of the City Clerk and is also on the [City of Minneapolis website](#) or on [Municode](#) (See title 20, Ch. 560, Signs).
- E. City resources may be available for qualifying projects. For more information see: <https://www.minneapolismn.gov/government/programs-initiatives/great-streets/>