



City of South St. Paul
125 3rd Avenue North
South St. Paul, MN 55075
Phone: (651) 554-3220
Fax: (651) 554-3211

For Office Use	
Permit #:	_____
Permit Fee:	_____
Date Received:	_____
Date Issued:	_____

SIGN PERMIT APPLICATION

- ❖ **All signs – submit both pages of the application.**
- ❖ **Temporary signs**--complete the sign permit application below and 'Temporary Signs' section on the second page of the application.
- ❖ Certain sign types may only be available in specific zones and/or may require Conditional Use Permit approval before a sign permit can be issued (*i.e. pylon signs, EMC signs, etc.*)
- ❖ **Submit:** One (1) application per sign (building wall signs, pylon or monument sign).
 Two (2) copies of drawing showing proposed sign and site plan or building elevation showing location on property.

Please also note the following:

- ❖ If any sign is placed, erected or installed without first obtaining a sign permit, the permit fee shall be the amount equal to two times the permit fee.

SIGN TYPE	COST & DIMENSIONS OF SIGN & SIGN MESSAGE					
_____ Wall _____ Awning _____ Projecting _____ Canopy _____ Construction _____ Lease _____ Monument _____ Pylon _____ Temporary _____ Other	Feet	Inches	Feet	Inches	Feet	Inches
	Length _____ x _____		Height _____ x _____		Depth _____	
	Total Square Feet: _____			Cost/Value _____		
	Sign Message: _____					
	Location on Structure: _____			_____ Temporary Use Days		
	Setback (freestanding): _____			_____ Has Electricity		
	Elevation: _____			_____ Is Double Faced		

Date: ____/____/____ **Applicant is:** ____ Owner ____ Tenant ____ Sign Company / Contractor

Address where sign is to be located: _____

Tenant or Business Name: _____

Tenant Contact Name: _____ **Telephone #:** _____

Sign Company / Contractor: _____ **Telephone #:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Property Owner: _____ **Telephone #:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

CALL BEFORE YOU DIG. Call **Gopher State One Call** at **(651) 454-0002** for protection against underground utility damage. Call 48 hours before you intend to dig to receive locates of underground utilities. www.gopherstateonecall.org

I hereby acknowledge that I have read this application, state the application is correct, and agree to comply with South St. Paul, MN ordinances regulating construction and placement.

x _____
Applicant's Printed Name

x _____
Applicant's Signature

TEMPORARY SIGNS

Fee: \$20.00

of Signs: _____ (maximum of 3)

Sizes of the Sign(s): 1. _____ 2. _____ 3. _____

▪Total Sq. Ft. of all signs: _____ (Total cannot exceed 100 sq.ft.)

First Day of Placement: _____

▪Signs can be placed for up to 30 days which commences the first day a sign is placed. Maximum of 120 days per calendar year. Minimum of 2 weeks between expiration of one temporary sign and placement of the next sign.

Sign Permit Expiration Date: _____.

▪Sign permit(s) expires 30 days from first day of placement.

Sign(s) will be attached to: _____ building elevation _____ pylon _____ monument

▪Signs must be attached to the building or to an existing monument or pylon sign.

Sign(s) will be attached using the following method:

▪Signs must be placed securely and in a sound manner to ensure safety of the public & in accordance with reasonable standards employed by sign makers.

Person responsible for placement / removal of sign: _____

Telephone #: _____

Management Co. (if applicable) _____ Telephone #: _____

Approval of the building Owner or Management Company may be required. Check your lease or call your Management Company for additional information.

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DO NOT WRITE BELOW THIS LINE

<u>Work Type:</u>	<u>Description:</u>	<u>Inspections</u>	<u>Fees</u>	
___ Change Existing	___ Aluminum pan	___ F.C.O. Aluminum	___ Footings	\$ _____
___ CUP / Ftg. Ins.	___ Banner	___ Halo-lit / Reverse Channel	___ Final	\$ _____
___ Move	___ Board	___ LED / Electronic	Copies \$0.25/page	\$ _____
___ 60 Days	___ Canister	___ Plastic cutout	TOTAL	\$ _____
___ New	___ Cabinet/Logo	___ Plastic molded		
	___ Channel lit letters	___ Plastic Panel	REVIEWED BY:	
	___ Channel lit / raceway	___ Routed		
	___ Flex Face	___ Vinyl graphics	_____ Planning Dept.	