



2241 221<sup>st</sup> Ave. NE • East Bethel, MN 55011  
 Phone: (763) 367-7844 • Fax: (763) 434-9578

OFFICE USE ONLY

Date Submitted: \_\_\_\_\_

Total Fee Paid: \_\_\_\_\_

## PERMANENT SIGN PERMIT APPLICATION AND CHECKLIST

Price is based off valuation: _____		Total Due: \$ _____	
NAME OF PROJECT (if applicable): _____			
PROJECT ADDRESS: _____		PRESENT ZONING: _____	
USE OF BUILDING: _____			
LOCATION PID: _____		LOT: _____ BLOCK: _____ SUBDIVISION: _____	
DESCRIPTION OF PROJECT: _____			
<b><u>PROPERTY OWNER:</u></b>		<b><u>APPLICANT:</u></b>	
NAME: _____		<input type="checkbox"/> SAME AS PROPERTY OWNER	
PHONE: _____		NAME: _____	
ADDRESS: _____		PHONE: _____	
CITY/STATE/ZIP: _____		ADDRESS: _____	
EMAIL: _____		CITY/STATE/ZIP: _____	
		EMAIL: _____	
<b><u>SIGN CONTRACTOR</u></b>		<b><u>SIGN DESIGNER</u></b>	
NAME: _____		NAME: _____	
PHONE: _____		PHONE: _____	
ADDRESS: _____		ADDRESS: _____	
CITY/STATE/ZIP: _____		CITY/STATE/ZIP: _____	
EMAIL: _____		EMAIL: _____	

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state law or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Community Development Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**The following information is required to be submitted in support of the Permanent Sign Permit Application:**

**COMPLETED VALUATION (Labor & Material):** \$ \_\_\_\_\_

**CLASS OF WORK** (check one):

- |                              |                                 |                                   |
|------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Alter  | <input type="checkbox"/> Move     |
| <input type="checkbox"/> Add | <input type="checkbox"/> Repair | <input type="checkbox"/> Demolish |

Width of Building Frontage: \_\_\_\_\_ Feet

Area of Existing Signage: \_\_\_\_\_ Square Feet

Width of Lot Frontage: \_\_\_\_\_ Feet

Area of Proposed signage: \_\_\_\_\_ Square Feet

Location of the sign: \_\_\_\_\_

Setback from the property line: \_\_\_\_\_

Sign size: \_\_\_\_\_

Height of sign from ground to bottom of sign: \_\_\_\_\_

Height of sign from ground to top of sign: \_\_\_\_\_

Number, kinds, and size of posts: \_\_\_\_\_

Footing size: \_\_\_\_\_

Depth in ground: \_\_\_\_\_

Width/circumference of footings: \_\_\_\_\_

**ATTACH A DRAWING OF THE SITE PLAN.**