



2241 221st 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: _____			
<u>PROPERTY OWNER:</u>		<u>APPLICANT:</u>	
NAME: _____		<input type="checkbox"/> SAME AS PROPERTY OWNER	
PHONE: _____		NAME: _____	
ADDRESS: _____		PHONE: _____	
CITY/STATE/ZIP: _____		ADDRESS: _____	
EMAIL: _____		CITY/STATE/ZIP: _____	
		EMAIL: _____	
<u>SIGN CONTRACTOR</u>		<u>SIGN DESIGNER</u>	
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

Date

Applicant Signature

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):

New

Add

Alter

Repair

Move

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.