



112 West Washington Avenue

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Sign Permit Application Checklist:

- Contractor: Name, address, phone number and contractor's license number of the sign contractor responsible for the installation and/or maintenance of the sign.
- Rendering: A full-color scaled rendering (8 1/2 x 11) drawn to scale, of the proposed signage, including the type of sign to be erected, the area of the sign, the exact measurements, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- Plot plan: Submit a plot plan (8 1/2 X 11) drawn to scale, showing the exact location of each sign(s) to be installed on the lot and the distance from the leading edge or face of each sign to the property lines.
- Building Elevation: An elevation of the building (8 1/2 X 11) drawn to scale, indicating the dimensions in linear feet of the sign, wall, or canopy on which the sign will be installed, the building on which the sign will be mounted.
- Site Plan: A separate site plan (8 1/2 X 11) drawn to scale, including gross acreage, north arrow, scale, the proposed location of subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, building locations, landscaping, gross area of buildings and floor area occupied by subject owner or tenants.
- Electrical Inspection: Sign meets local and state electrical codes, and approved by the electrical inspector. Applications for signs requiring the installation of new electrical conductors and/or conduits shall secure electrical permits as required by the state of MN.
- Engineering Plans: Stamped Engineering Plans are submitted for new signs or replacement signs with engineered footings. Building permit for the footing installation and inspection is attached with engineered plans as required by the Inspection Department.
- Digital Display Confirmation: Digital display requirements are firmly defined in the City Ordinance. By signing the Sign Permit Application, the owner and/or operator of the sign confirms they have read and agree to abide by all rules within the City Ordinance regarding digital display regulations and confirm that they understand what can and cannot be displayed.

Comments: _____
