



1245 W Hwy 96 * Arden Hills MN 55112
 Phone 651.792.7800 * Fax 651.634.5137
 Email: CD@cityofardenhills.org

Permit # _____

SIGN PERMIT APPLICATION

(PLAN REQUIRED)

Licensing Requirements:
 A current City contractor's license.
**Please see second page for a checklist of the application requirements.*

Property Information

Property Address:		Bldg./Suite/Location (commercial projects only):	
Owner Name:		Owner Phone Number:	
Mailing Address:	City:	State:	Zip:

Applicant/Contractor Information

Applicant Type: Primary Owner Primary Tenant Contractor; License # _____

Applicant Name:		Company Email Address:	
Mailing Address:	City:	State:	Zip:
Contact Name:	Contact Office Phone Number:	Contact Cell Number:	

Property Use	Construction Type	Type of Work
<input type="checkbox"/> Commercial <input type="checkbox"/> Public <input type="checkbox"/> Single family	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	<input type="checkbox"/> New <input type="checkbox"/> Replace

Project Details

Describe Work:

Sign Details:	Width:	Height:	Length:	Total Square Feet:
Wall Area:	Width:	Height:	Total Square Feet	

Sign Wording:

Style (monument, pylon, wall sign, banner, etc.):	Temporary: Dates of Display
Lighting (backlit, internal, external)	From _____ To _____

IMPORTANT NOTICE: By signing this application, you hereby certify that you have read and examined this application and know the same to be true and correct. All provision 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 other state or local law regulating construction or the performance of construction. Applicant takes full responsibility for all work performed. Applicant is responsible for all plan check fees if permit is cancelled or withdrawn.

APPLICANT SIGNATURE **DATE**

Application Process (Please refer to Section 1220.02 of the Municipal Code.)

- Please allow 10 business days for permit processing. No sign shall be placed until the permit has been issued.
- Each sign requires a separate permit (**\$100/new permanent or \$50 for temporary signs**).

- All commercial sign contractors must obtain a current City Contractor's License (**\$75 annual fee**). A certificate on insurance is required. A copy of the state sign contractor bond from MN Dept. of Labor and Industry
- An application for a sign permit shall be on the City's official sign application. Unless waived by the City Administrator or their designee, each application shall contain the following information or it shall be considered incomplete.

Permit Requirements

- Name, signature, address, and phone number of the property owner (required).
- Name, signature, address, and phone number of the applicant (if different than the property owner).
- A complete set of plans drawn to scale showing the necessary elevations, setbacks, size, and details to fully and clearly represent the construction and place of the signs(s).
- The message that will be on the sign,
- Type of sign (wall, monument, pole, etc.).
- A separate building permit may also be required from the Building Official for signs involving new or modified sign structures.
- If the applicant is not the property owner, the applicant shall obtain written permission from the property owner and provide a copy to the City prior to approval of the permit.
- A copy of the applicant's driver's license.

-----**THIS SECTION FOR STAFF USE ONLY**-----

Planner Review

Application Complete, Date: _____ Application Incomplete, Date: _____

Approval, Special Conditions: _____

Denial, Reason for Denial: _____

 Planner Signature

 Date