



# SIGN PERMIT APPLICATION

City of Proctor | 100 Pionk Dr Proctor, MN 55810 | Office: 218-624-3641

## SITE INFORMATION

Address of Sign Location:		Suite:
Property Identification Number*:	*Info found at <a href="https://gis.stlouiscountymn.gov/landexplorer/">https://gis.stlouiscountymn.gov/landexplorer/</a>	
Legal Description*:		
Multi-Tenant Building: <input type="checkbox"/> Yes <input type="checkbox"/> No	Zoning District:	Please submit a diagram or site plan
Applicant is: <input type="checkbox"/> Sign Company or Installer <input type="checkbox"/> Business Owner or Tenant <input type="checkbox"/> Property Owner <input type="checkbox"/> Other:		

## PROPERTY FEE OWNER INFORMATION

Property Fee Owner(s):		
Mailing Address:		
City:	State:	Zip:
Contact:	Phone:	Email:

## SIGN COMPANY INFORMATION

Sign Company Name:			
Mailing Address:	City:	State:	Zip:
Phone:		Email:	

## GENERAL SIGN INFORMATION

Type of Sign: <input type="checkbox"/> Freestanding Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Other: _____	
Type of Work: <input type="checkbox"/> New <input type="checkbox"/> Sign Face Change (same size/ area) <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Relocate	
Existing Sign(s) to be Removed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Sign Area Removed:
Illumination: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Internally <input type="checkbox"/> Externally <input type="checkbox"/> Indirect <input type="checkbox"/> Other: _____	

## WALL SIGN INFORMATION

Wall Sign Type: <input type="checkbox"/> Channel Letters <input type="checkbox"/> Cabinet <input type="checkbox"/> Canopy <input type="checkbox"/> Projecting <input type="checkbox"/> Other: _____		
Wall Sign Location: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West		
Front Building/Tenant Façade Wall Area: Height: _____ ft.	Width: _____ ft.	Total Area: _____ sf.
Sign Face Height: _____ ft.	Sign Face Width: _____ ft.	Total Sign Face Area: _____ sf.

## FREESTANDING SIGN INFORMATION

Freestanding Sign Type: <input type="checkbox"/> Monument <input type="checkbox"/> Pylon <input type="checkbox"/> Development/Project <input type="checkbox"/> Other:		
Sign Face Height: _____ ft.	Length: _____ ft.	Total Sq Ft*:
Overall Sign Height from Existing Grade: _____ ft.	Double Faced: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Both sides of sign included</b>
Setbacks: Front Property Line: _____ ft.	Side Property Line: _____ ft.	Parking Lot: _____ ft.
Electronic/Dynamic Display Area Dimensions and Sq Ft:		

WALL SIGN SUBMITTAL CHECKLIST	FREESTANDING SIGN SUBMITTAL CHECKLIST
<input type="checkbox"/> Application form filled out <u>completely</u> . A separate application is required for each sign <input type="checkbox"/> Owner approval if signature not provided on form <input type="checkbox"/> Color rendering of building elevation showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of proposed sign shown superimposed on building wall</li> <li><input type="checkbox"/> Dimensions showing accurate height and width of front elevation/façade area (not including parapet)</li> <li><input type="checkbox"/> Sign face dimensions</li> <li><input type="checkbox"/> Total square feet of sign face</li> </ul> <input type="checkbox"/> Detailed color rendering of each sign copy showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Height, width, and square footage for each sign face</li> <li><input type="checkbox"/> Sign construction details</li> <li><input type="checkbox"/> Material specifications</li> <li><input type="checkbox"/> Illumination and mounting details</li> </ul>	<input type="checkbox"/> Application form filled out <u>completely</u> <input type="checkbox"/> Owner approval if signature not provided on form <input type="checkbox"/> Property survey drawn to scale that includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow and scale</li> <li><input type="checkbox"/> Property lines and buildings with dimensions shown</li> <li><input type="checkbox"/> Location of streets, sidewalks, parking and utilities</li> <li><input type="checkbox"/> Sign location (drawn to scale) and setbacks with dimensions shown</li> <li><input type="checkbox"/> All easements of record</li> </ul> <input type="checkbox"/> Detailed color rendering of sign copy showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Dimensions of proposed sign face area</li> <li><input type="checkbox"/> Overall height from existing grade</li> <li><input type="checkbox"/> Material specifications &amp; illumination details</li> </ul> <input type="checkbox"/> Building permit application required for signs 7 feet or taller with signed and stamped engineered plans

**APPLICATION SUBMITTAL PROCESS**

**Submit application form and required documents to the City of Proctor by mail, in person, or email to [cityhall@proctormn.gov](mailto:cityhall@proctormn.gov)**

- Applications will be returned if the required supporting documents and information listed above are not submitted
- Staff will review your application and once approved, will notify you by email when ready for payment and issuance
- Sign can be installed once you receive your permit

NOTES	FEES	
<ul style="list-style-type: none"> <li>▪ Incomplete/unreadable applications will be returned</li> <li>▪ Do not install signs until permit is issued</li> <li>▪ Signs installed without a permit will have fees doubled</li> <li>▪ Apply for electrical permits w/ <a href="#">MN Dept Labor &amp; Industry</a></li> </ul>	<b>Wall Sign - New or Altered:</b>	\$
	<b>Freestanding Sign - New or Altered:</b>	\$
	<b>Sign Face Change Only:</b>	\$

I hereby certify that the information provided is complete and accurate and that I will comply with all applicable laws of the State of Minnesota and ordinances of the City of Proctor. I further certify that the proposed sign will be constructed in accordance with permit conditions and approved plans and specifications. I understand this is not a permit and work is not to start without a permit.

**Applicant Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR CITY USE ONLY**

<b>Zoning Approval:</b> _____	<b>Date:</b> _____	<b>DATE ISSUED:</b>	
		<b>PERMIT NO:</b>	
<b>Other Permits Required:</b> <input type="checkbox"/> Building Permit <input type="checkbox"/> State Electrical Permit – required for all lighted signs	<b>FEE:</b>		\$
	<b>PENALTY:</b>		\$
	<b>TOTAL FEE:</b>		\$