



## Sign Permit Application

Office use only

Permit # \_\_\_\_\_

Site Address		Date	
Tenant/Building name		Suite/Unit #	
Applicant/Primary Contact Name: <input type="checkbox"/> Contractor <input type="checkbox"/> Owner		e-mail address:	
<b>Property Owner</b>			
Name		Phone	
Address	City	State	Zip
<b>Contractor/Installer</b>			
Business Name	Licensed with the City? <input type="checkbox"/> Yes _____ (date) <input type="checkbox"/> No	Phone	
Address	City	State	Zip
Contact person		e-mail	
<b>Sign Designer/Manufacturer</b>			
Business Name		Phone	
Address	City	State	Zip
Contact person		e-mail	
<b>Principal Use of Property</b>			

☐ Commercial Business

☐ Residence

☐ Public/Institutional

### Type of Signs Proposed

**Check as many as apply**

How many Signs are  
proposed? \_\_\_\_\_

☐ Wall

☐ Freestanding

☐ Projecting

☐ Billboard/Off-premise

☐ Portable

☐ General Development

☐ Other \_\_\_\_\_ (please describe)

☐ Temporary Sign \_\_\_\_\_ (date of placement)

☐ Menu

☐ Sidewalk

☐ Identification

☐ Awning/Canopy

☐ Banner

☐ Directional/Traffic Control

☐ Dynamic

\_\_\_\_\_ (date of removal)

Will the sign(s) have lighting? ☐ No ☐ Yes (please describe) \_\_\_\_\_

### Project details

Please provide the following information **to scale on illustration(s)**. Use as many illustrations as necessary to provide information showing that the proposed sign meets all standards. Include:

- Sign Dimensions (height, width, depth)
- Proposed Materials (for sign face and any posts or hanging apparatus)
- Proposed lighting (location & brightness)
- For Freestanding Signs show
  - Map or aerial photo with property lines and distances of the sign from these
  - Show dimensions of sign face and sign structure
- For Attached Signs show
  - Location on the building
  - Clearance underneath sign (distance between bottom of sign and ground)

Show also the location and sizes of all *existing signs* on the property which will remain.

### Please read and sign

I hereby apply for a building permit and I acknowledge that the information above is complete and accurate; that the work will be done in conformance with the ordinances and codes of the City of Albert Lea and the Minnesota State Building Code; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

\_\_\_\_\_  
Applicant printed name

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

### Do not write below this line for office use only

**Zoning District:** \_\_\_\_\_

**Historic District?** ☐ No ☐ Yes approved \_\_\_\_\_ (date)

**CUP/IUP or PUD?** ☐ No ☐ Yes approved \_\_\_\_\_ (date)

**Total Sign Square Footage:** \_\_\_\_\_

**Fee is \$1.00 per each square foot \$20.00 minimum/\$200.00 maximum**

**Permit Fee** \$ \_\_\_\_\_

**Application Accepted** \_\_\_\_\_ (date)  
**As Complete**

Permit approved by \_\_\_\_\_ Date \_\_\_\_\_

COMPLETE INFORMATION ON SIGN REGULATIONS IN THE CITY OF ALBERT LEA CAN BE FOUND IN **ARTICLE IV OF THE ZONING ORDINANCE, CHAPTER 50 OF CITY CODE.**