



# Sign Permit Application

<u>Office use only</u>
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	

### Principal Use of Property

- Commercial Business                     
  Residence                                     
  Public/Intuitional

### Type of Signs Proposed

**Check as many as apply**

- How many Signs are proposed? \_\_\_\_\_
- |   |  |
|---|--|
| <input type="checkbox"/> Wall                                     | <input type="checkbox"/> Menu                        |
| <input type="checkbox"/> Freestanding                             | <input type="checkbox"/> Sidewalk                    |
| <input type="checkbox"/> Projecting                               | <input type="checkbox"/> Identification              |
| <input type="checkbox"/> Billboard/Off-premise                    | <input type="checkbox"/> Awning/Canopy               |
| <input type="checkbox"/> Portable                                 | <input type="checkbox"/> Banner                      |
| <input type="checkbox"/> General Development                      | <input type="checkbox"/> Directional/Traffic Control |
| <input type="checkbox"/> Other _____ (please describe)            | <input type="checkbox"/> Dynamic                     |
| <input type="checkbox"/> Temporary Sign _____ (date of placement) | _____ (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 \$.50 per each square foot \$10.00 minimum/\$100.00 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 74 OF CITY CODE.**