

**PERMANENT SIGN PERMIT  
APPLICATION**

125 Pine Cone Road North  
PO Box 140  
SARTELL, MN 56377  
PHONE: 320-253-2171  
FAX: 320-253-3337



**FEE \$80.00**

DATE RECEIVED \_\_\_\_\_ PERMIT # \_\_\_\_\_

=====

APPLICANT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUILDING OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Class of Work (check one) \_\_\_\_\_ New \_\_\_\_\_ Add \_\_\_\_\_ Repair \_\_\_\_\_ Replace

Sign Location Address \_\_\_\_\_

Area of Proposed Signage \_\_\_\_\_ Square feet Area of Existing Signage \_\_\_\_\_ Square feet

Width of Building Frontage \_\_\_\_\_ Width of Lot Frontage \_\_\_\_\_

**NOTICE:**

**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be compiled 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 state law or local law regulating construction of the performance of construction.**

*This application must be signed by the owner of the subject property.*

We, the undersigned, have read and understand the above.

\_\_\_\_\_  
Signature of Applicant or Contractor (if acting as the applicant) Date

\_\_\_\_\_  
Signature of Owner Date

**SIGN PERMIT REQUIREMENTS: PLEASE REFERENCE REVERSE SIDE FOR DETAILS**

## PERMANENT SIGN PERMIT CHECKLIST

The City of Sartell must receive the following information to process your application. Your application will not be processed until **ALL** of these items are received. During the review of your application by staff, additional information may be requested. For further information on the sign ordinance, please call the Zoning Administrator at (320) 258-7316.

\_\_\_\_\_ Completed Sign Permit Application

\_\_\_\_\_ Site Plan (required only when proposing a free-standing/monument sign & must be drawn to scale) with the following information:

- Existing Conditions:
- 1) Locations and Dimensions of Property Lines
  - 2) Curb Cuts
  - 3) Driveways
  - 4) Access Roads
  - 5) Parking Including Off-Street Loading Areas
  - 6) Utilities and utility easements

- Proposed Conditions:
- 1) Location of Proposed Sign(s)
  - 2) Setback from Property Lines
  - 3) Footing Size
  - 4) Width/Circumference of Footings
  - 5) Depth in Ground

- \_\_\_\_\_ Site Design
- 1) Type of Sign (free standing, wall, roof, etc.)
  - 2) Height of Sign from Ground to Bottom of Sign
  - 3) Height of Sign from Ground to Top of Sign
  - 4) Width
  - 5) Sign Message
  - 6) Materials Sign Will Be Constructed of
  - 7) Light Source
  - 8) Location on Structure or Property
  - 9) Number/Kind/Size of Posts

**ALL DRAWN TO SCALE AND IN COLOR**

\_\_\_\_\_ Square Footage of Existing Signage

\_\_\_\_\_ Lot Width

\_\_\_\_\_ Building Width

\_\_\_\_\_ Copy of Job Estimate from Sign Contractor

\_\_\_\_\_ Two sets of Construction Drawings for foundation and/or sign (plans may need to be signed by a licensed structural engineer).

**PLEASE NOTE:**

**According to state law, you must contact Gopher State One Call to locate any underground utilities before you dig. You should call GSOC 2 business days before digging. Business hours are 7am to 5pm Monday through Friday. Please call (800) 252-1166.**

**OFFICE USE ONLY**

**Fee Paid** \_\_\_\_\_ **Inspection(s) Required** \_\_\_\_\_

**Approved By** \_\_\_\_\_ **on** \_\_\_\_\_  
Building Official Date

**Approved By** \_\_\_\_\_ **on** \_\_\_\_\_  
Zoning Administrator Date