

# City of Robbinsdale



## Engineering Department

## SIGN PERMIT

4100 Lakeview Ave N Robbinsdale, MN 55422 ♦ Phone 763-531-1268 ♦ Fax 763-531-1200 [permits@ci.robbinsdale.mn.us](mailto:permits@ci.robbinsdale.mn.us)

DATE: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_

SUBMIT ONE (1) PERMIT APPLICATION PER SIGN.  
DO NOT COMBINE SEVERAL SIGNS ON ONE APPLICATION.

- Enter the name of the Contractor who will perform the actual installation of the sign. Enter "SELF" if the business owner is performing the installation and attach the "Property Owner's Affidavit".
- A City License is REQUIRED if someone other than the business owner is performing the installation.

CONTRACTOR NAME: \_\_\_\_\_

CITY LICENSE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_

CONTRACT VALUE OF WORK: \$ \_\_\_\_\_

(COST OF MATERIALS & LABOR)

TYPE OF SIGN (I.E.; WALL, CANOPY, FREE STANDING...) \_\_\_\_\_

CHECK ONE OF THE FOLLOWING: PERMANENT SIGN  TEMPORARY SIGN

IF THE PROPOSED SIGN IS A TEMPORARY SIGN, DESIGNATE THE DATES OF DISPLAY: \_\_\_\_\_ TO \_\_\_\_\_

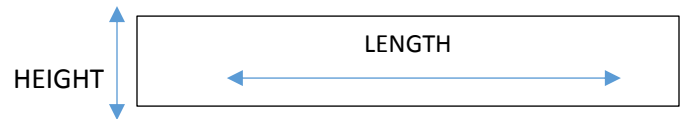
LOCATION OF THE SIGN: \_\_\_\_\_

SUBMIT AS NEEDED A PLAN, AN AS-BUILT SURVEY, DRAWINGS, PHOTOS, ETC. TO CLARIFY THE SPECIFIC LOCATION, DIMENSIONS & GRAPHICS

### PROPOSED SIGN DIMENSIONS:

HEIGHT = \_\_\_\_\_ FT \_\_\_\_\_ INCHES

LENGTH = \_\_\_\_\_ FT \_\_\_\_\_ INCHES



WALL SIGN: DISTANCE OF SIGN FROM STRUCTURE: \_\_\_\_\_ HOW WILL SIGN BE MOUNTED: \_\_\_\_\_

FREE STANDING OR MONUMENT SIGN: DESIGNATE HEIGHT FROM GROUND TO TOP OF SIGN: \_\_\_\_\_ FT \_\_\_\_\_ IN

PROPOSED SIGN MATERIALS (WOOD, METAL, PLASTIC): \_\_\_\_\_

PROPOSED COLORS OF SIGN: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

### PERMIT FEES:

PERMANENT SIGN = \$100

TEMPORARY SIGN = \$50

TOTAL FEE: \$ \_\_\_\_\_



### SIGN PERMIT APPLICATION PROCEDURE

A City License is required for all Sign Installers

In addition to the permit application please submit the following:

- A “to scale” drawing of each proposed sign, including any and all graphics.
- A “to scale” site plan or survey showing the proposed location and set-backs from the property lines of each proposed sign (if applicable).
- A “to scale” drawing and location of each existing sign.
- All proposed materials and colors of each sign.
- All proposed lighting details and wattage of proposed lamp(s) of each sign (if applicable).
- Specifications and structural calculations of each proposed sign (if applicable).
- A footing diagram for each proposed free-standing/monument sign.

#### COMMERCIAL ZONING DISTRICT TYPICAL STANDARDS – SECTION 410.09 – CHECK ZONING

<b>Wall Signs</b>	Fifty (50) square feet per wall plus an additional one (1) square foot for each foot that the required sign setback is executed to a maximum of one hundred (100) square feet.
<b>Free Standing and Monument Signs</b>	Fifty (50) square feet plus an additional one (1) square foot for each foot that the building wall or street frontage exceeds fifty (50) feet in length up to a maximum of one hundred (100) square feet.
<b>Roof Signs</b>	Not permitted with wall and free standing signs.
<b>Total Area</b>	The maximum total area of signs along any building wall may not exceed one hundred fifty (150) square feet.

**PERMANENT SIGNS:** Any signs exceeding these requirements would be illegal unless they were granted a variance by the City Council. **The permit fee for a permanent sign permit is \$100 for each sign.** Permits for signs erected without having first obtained a permit is subject to a double permit fee and may be considered a misdemeanor.

**TEMPORARY SIGNS:** Temporary signs are limited to fifty (50) square feet per sign. **The fee for a temporary sign permit is \$50 for each sign.** The temporary sign permit shall be valid for up to thirty (30) days and shall not exceed thirty (30) days in a twelve (12) month period unless otherwise approved by City Council. Permits for signs erected without having first obtained a permit is subject to a double permit fee and may be considered a misdemeanor.

**PLAN REVIEW FEES:** When submittal documents are required by code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the sign permit fee. The plan review fee is separate and in addition to the permit fee specified. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

Signs installed in the downtown area will require a preliminary review by the Design Review Committee and may need further approval by the Robbinsdale City Council.

For any further questions or concerns, please contact Rick Pearson at 763-531-1266



**PROPERTY OWNER'S AFFIDAVIT  
WORK PERMIT CERTIFICATION**

DATE: \_\_\_\_\_

I, \_\_\_\_\_ HEREBY CERTIFY THAT I AM THE PROPERTY OWNER OF  
(ADDRESS) \_\_\_\_\_, AND WILL PERFORM THE  
\_\_\_\_\_ WORK MYSELF.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
PHONE #



### CREDIT CARD INFORMATION

(We accept MasterCard, Visa, American Express and Discover)

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**\*NOTE:** The City of Robbinsdale does *not* charge an additional fee when using a credit card\*

To make a payment by credit card, please provide the following information:

VISA  MASTER CARD  AMERICAN EXPRESS  DISCOVER

NAME OF CARD HOLDER: \_\_\_\_\_

CREDIT CARD ACCOUNT NUMBER: \_\_\_\_\_

CREDIT CARD EXPIRATION DATE: \_\_\_\_/\_\_\_\_

3 or 4 DIGIT SECURITY CODE FROM BACK (or front) OF CARD \_\_\_\_ \_

BILLING ZIP CODE: \_\_\_\_\_

(For example, if the credit card you are using has a billing address of 4100 Lakeview Ave N., Robbinsdale, MN, 55422, the zip code entered on this line is 55422)