

City of Robbinsdale



Engineering Department

SIGN PERMIT

4100 Lakeview Ave N Robbinsdale, MN 55422 ♦ Phone 763-531-1268 ♦ Fax 763-531-1200 permits@robbinsdalemn.gov

DATE: _____

PERMIT #: _____

JOB ADDRESS: _____

BUSINESS OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

P/Z APPROVAL: _____

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)

EMAIL: _____

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 _____

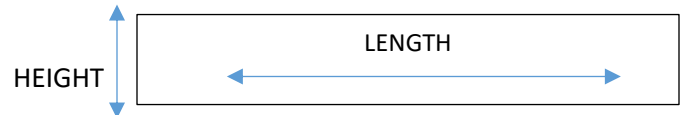
LOCATION OF THE SIGN: _____

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:

PERMIT FEES:

PERMANENT SIGN = \$100
TEMPORARY SIGN = \$50

TOTAL FEE: \$ _____



PHONE NUMBER:

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

Wall Signs	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.
Free Standing and Monument Signs	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.
Roof Signs	Not permitted with wall and free standing signs.
Total Area	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.

As a property owner, you are deciding to apply for this permit yourself, you will be acting as the “owner/builder.” By taking the permit out yourself, you become the general contractor. You assume all legal liabilities for the job, including permit fees, state surcharges, plan review fees, scheduling inspections and completing the permit process to its end.

PROPERTY OWNER SIGNATURE

PHONE #

EMAIL ADDRESS:

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