



SAINT PAUL
SAFETY & INSPECTIONS

DEPARTMENT OF SAFETY & INSPECTIONS (DSI)

375 Jackson Street, Suite 220
Saint Paul, MN 55101-1806
Tel: 651-266-8989 | Fax: 651-266-9124

Effective April 3, 2021, a 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider the Department of Safety and Inspections uses to handle credit card transactions. The City will not receive any of the convenience fees.

A copy of the banner/sign and a site plan showing where the sign will be displayed must be included with this application along with the permit fee of \$85.00. If paying via credit/debit card, staff will contact you with directions regarding how to pay.

APPLICANT: NAME _____
ADDRESS _____
PHONE _____
EMAIL ADDRESS _____

BANNER/SIGN LOCATION:
ADDRESS _____
CROSS STREETS _____

BANNER/SIGN SIZE: WIDTH _____ LENGTH _____ **VALUATION OF WORK**
TOTAL SQ. FT. _____ \$ _____

PORTABLE SIGN? If yes, Quantity: _____ Total Sq. ft: _____ Dimensions: _____

PLEASE SUBMIT A COPY OF BANNER/SIGN AND A SITE PLAN WITH SIGN LOCATION

If you are a religious institution you may have certain rights under RLUIPA. Please check this box if you identify as a religious institution.

DATE SIGN TO BE PUT UP _____
DATE SIGN TO BE TAKEN DOWN _____

SIGN TO BE ATTACHED TO _____
(If attached to a building, permission is required from the property owner)

OFFICIAL USE ONLY IN THIS AREA

PERMIT APPLICATION # _____

ZONING: APPROVED DENIED

BY _____ DATE _____

COMMENTS: _____