



# CITY OF ST. PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS  
375 JACKSON STREET, SUITE 220  
ST. PAUL, MINNESOTA 55101-1024

**SIGN PERMIT APPLICATION**  
Visit our Web Site at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

<b>PROJECT ADDRESS</b>	Number	Street Name (St., Ave., Blvd., etc.)	N S E W	Suite/Apt	Building Name	Date
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<b>Sign Contractor</b> (Include Contact Person)	(Permit will be mailed to Contractor's Address) Address City State, Zip+4	Phone
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**Contractor's Email:**

<b>Business / Owner</b> (Include Contact Person)	Address City State, Zip+4	Phone
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<b>Work Type</b> (Check all that apply) <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Demolish	<b>Sign Type</b> (Check all that apply) <input type="checkbox"/> Billboards <input type="checkbox"/> Dynamic Display <input type="checkbox"/> Portable Sign <input type="checkbox"/> Signs	Start Date
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### Project Information

**Description of project/Copy to read:** \_\_\_\_\_ **Estimated Project Value:** \_\_\_\_\_  
 A separate electrical permit is REQUIRED for any illuminated or electrical sign. Please provide Electrical Contractor's information:  
 \_\_\_\_\_  
 (Name, Phone Number, Company)

### Sign Information

**Lot Dimensions (L x W):** \_\_\_\_\_ **Located on corner lot?** \_\_\_\_\_ **Shopping center/Mall/Multi-tenant Bldg.?** \_\_\_\_\_

<b>1st Sign Type:</b> _____ <b>Width:</b> _____ <b>Length:</b> _____ <b>Sq. Ft.</b> _____	<b>Total existing signage before project:</b> _____
(Wall/Projecting/Free Standing/Roof)	<b>Signage to be removed:</b> - _____
<b>2nd Sign Type:</b> _____ <b>Width:</b> _____ <b>Length:</b> _____ <b>Sq. Ft.</b> _____	<b>Total signage proposed:</b> + _____
(Wall/Projecting/Free Standing/Roof)	<b>Total existing signage after project:</b> = _____
<b>3rd Sign Type:</b> _____ <b>Width:</b> _____ <b>Length:</b> _____ <b>Sq. Ft.</b> _____	
(Wall/Projecting/Free Standing/Roof)	

**Do any signs project over public right-of-way?** \_\_\_\_\_ **How far projected?** \_\_\_\_\_ (ft. in.)  
 (Projections 15 inches or more over the public right-of-way require a Certificate of Insurance. Certificates **must** list the City of St. Paul as an additional Insured Party and indicate what the certificate is for: projecting signs or awnings. For more information please call 651-266-9008).

**Is awning included in this permit?** \_\_\_\_\_ **Awning Height:** \_\_\_\_\_ **Length:** \_\_\_\_\_ **Projection over property line:** \_\_\_\_\_  
**Are portable signs included in this permit?** \_\_\_\_\_ **Quantity:** \_\_\_\_\_ **Total Sq. ft.** \_\_\_\_\_ **Dimensions:** \_\_\_\_\_

\*\*\* A site plan is **REQUIRED** for **ALL** applications \*\*\*  
 Attach a separate sheet with required information for each additional sign. See other side for more information.

Applications missing any required documents are considered incomplete and may delay the review process.

**Applicant's Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_  
 If you are a religious institution you may have certain rights under RLUIPA. Please check this box if you identify as a religious institution.

### OFFICE USE ONLY

<b>PERMIT #</b> →		<b>Total Permit Fee</b>	\$
<b>Zoning Remarks:</b>	<b>Certificate of Insurance</b> <input type="checkbox"/>	<b>Zoning District :</b>	<b>Note:</b> Applicants will be sent an email notification when the application is ready to be issued. This email will contain the final cost of your application. Permits will not be issued until payment has been processed. If you have any questions, please contact 651-266-9008.
<b>Structural / Plan Review Remarks:</b>		<b>Street Frontage:</b>	
		<b>PIN</b>	
		<b>Allowable Signage:</b>	
		<b>Reviewed By</b>	<b>Date</b>

**If you are paying for your permit by *American Express, Discover, MasterCard or Visa*, you may fax your application.  
The credit card information section must be filled in and signed.**

**Our FAX number is 651-266-9124.**

**If paying by check, please mail the application and the check to us. Make checks payable to: City of St. Paul.**

Effective 02/2023

**INSTRUCTIONS FOR SIGN PERMITS**

**SUBMISSION REQUIREMENTS**

A site plan drawing must be submitted with each application stating the following information (some special sign districts require scaled drawings):

1. All lot dimensions, including street frontage(s). Corner lots must be indicated.
2. Location of proposed signs shown on a site plan.
3. Street and alley locations.
4. Location and square footage of all existing signage on the property.
5. Include the type, size, height, and location of the proposed sign(s), and a rendering of the sign(s) showing their copy and dimensions.
6. If the sign is for a multi-tenant building, a master sign plan is required.
7. If sign projects over public property, indicate its height, ground clearance, and amount of projection into the public right-of-way.
8. Freestanding and Roof Signs larger than 50 square feet require structural plans.
9. For any work involving Nonconforming Signs (excluding demolition work), include a certified survey stating the location, size, and height of the existing and proposed repaired or replacement sign.
10. For Wall Signs, include a picture or detailed rendering of the building showing where the sign will be located.
11. For Portable Signs, include the name and address of the company the sign is being rented from.

**ADDITIONAL REQUIREMENTS**

1. Any sign which projects beyond 15” into a public right-of-way requires a certificate of insurance from the property owner or the business owner.
2. Modifications made to buildings to accommodate a sign installation require a separate building permit.
3. A separate electrical permit is required for all electrical work done on signs that are lit, whether internal or external.
4. Where the installation of the sign proceeded prior to obtaining the required sign permit, a penalty fee equal to the specified permit fee will be imposed.

**FEES**

<b>Wall and Projecting Signs:</b>	<b>\$3.00 for each square foot with a minimum fee of \$85.00</b>
<b>Roof and Freestanding Signs:</b>	<b>\$3.00 for each square foot with a minimum fee of \$91.00</b>
<b>Temporary and Portable Signs:</b>	<b>\$85.00</b>
<b>Awnings:</b>	<b>\$2.00 per linear foot with a minimum fee of \$85.00</b>
<b>Billboard extensions or demolitions:</b>	<b>\$85.00</b>
<b>Repair of existing Billboards:</b>	<b>25% of the fee or a new or replacement sign, with a minimum fee of 85.00</b>
<b>Marquee over public property:</b>	<b>\$167.00</b>

**SURCHARGES**

<b>Special Sign District Fee:</b>	<b>\$30.00</b>
<b>State Surcharge:</b>	<b>\$1.00 (one dollar) per permit application w/fee less than \$10,010.00, .0005 of fee greater than or equal to \$10,010.00 (applicable only to signs attached to buildings and is per application not per sign)</b>

**\*\*FOR INFORMATION ON SIGN PERMITS CONTACT ZONING AT 651-266-9008\*\***

APPROVAL AREA (FOR OFFICE USE ONLY)			
OFFICE	REQUIRED	APPROVAL NUMBER	DATE/REMARKS/INITIALS
Heritage Preservation Commission (HPC)			
Special Sign District			

**\*\*Inspectors are in the office for inspection requests between 7:30 AM – 9:00 AM, Monday – Friday\*\***

Inspectors’ Phone number is 651-266-9002

To Contact Zoning, Call 651-266-9008.

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