

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

INSTRUCTIONS FOR SIGN PERMITS

Effective 01/09/2016

OTHER 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 structure(s).
3. Street and alley locations.
4. Include the type, size, height, and location of the proposed sign(s), and a rendering of the sign(s) showing their copy and dimensions.
5. If sign projects over public property, indicate its height, ground clearance, and amount of projection into the public right-of-way.
6. Freestanding and Roof Signs larger than 50 square feet require structural plans.
7. Modifications made to buildings to accommodate a sign installation require a separate building permit.
8. 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.
9. For Wall Signs, include a picture or detailed rendering of the building showing where the sign will be located.
10. For Advertising Signs, include a signed lease agreement.
11. For Portable Signs, include the name and address of the company the sign is being rented from.

FEES:

Type I – Wall and Projecting Signs:	\$2.60 for each square foot with a minimum fee of \$72.00
Type II- Roof and Freestanding Signs:	\$2.70 for each square foot with a minimum fee of \$77.00
Type III- Temporary and Portable Signs:	\$72.00
Type IV – Awnings:	\$2.10 per linear foot with a minimum fee of \$72.00
Type V – Demolition of Signs:	\$72.00
Type VI – Repair Existing Signs:	25% of the fee for a new or replacement sign, with a minimum fee of \$72.00
Type VII – Marquee over public property:	\$142.00

SURCHARGES:

Special Sign District Fee:	\$26.00
State Surcharge:	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)

**Any sign which projects beyond 15" into a public right-of-way requires a certificate of insurance.
 Call 651-266-9008 for information.**

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

Visit our Web Site at www.stpaul.gov/dsi