



# 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)

PROJECT ADDRESS	Number	Street Name	St. Ave. Blvd. Etc.	N S E W	Suite/Apt	Building Name	Date
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Sign Contractor (Include Contact Person)	Address City State, Zip+4	Phone
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### Contractor's Email:

Business / Owner (Include Contact Person)	Address City State, Zip+4	Phone
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Business	Type of Sign Off-premise Advertising (Include City Ref #) <input type="checkbox"/> #	Type of Work New <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Demo <input type="checkbox"/>	Est. Start Date	Est. Finish Date	Est. Project Value
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Notice: A Site Plan and a Drawing of each sign must accompany this permit application.

Place X or check mark in square next to sign type. Enter number of signs of selected type, width & length in feet & inches, and total square feet of sign. Use additional columns for signs of different sizes or list in the Description of Project box.				Lot Dimension Width Length	Street Frontage (Number of Feet)
Wall	Wall	Wall	Wall	Total existing signage on this property before project begins	Is the Sign located on a Corner Lot? Yes <input type="checkbox"/> No <input type="checkbox"/>
Projecting	Projecting	Projecting	Projecting		
Free Standing	Free Standing	Free Standing	Free Standing		
Roof	Roof	Roof	Roof		
Quantity	Quantity	Quantity	Quantity		Signage to be removed from property
Width	Width	Width	Width	Total signage proposed for this project	Does the Sign project over Public Right of Way? Yes <input type="checkbox"/> No <input type="checkbox"/>
Length	Length	Length	Length		
Sq. Feet	Sq. Feet	Sq. Feet	Sq. Feet		
Is an Awning included in this permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Projection away from Building (ft/in) <input type="checkbox"/>	Structure Size: Height Length (Awning)	If Yes, a Certificate of Insurance may be required, Call 651-266-9080.	

A separate electrical permit is REQUIRED for any illuminated or electrical sign. State electrical contractor performing work: \_\_\_\_\_

Enter Amount of Projection over Public Right of Way (inches) : \_\_\_\_\_

Copy to Read / Description of Project :	<b>SUMMARY OF FEES</b>
PORTABLE SIGNS <input type="checkbox"/>	Sign Permit Fee \$
How Many ?	Special Sign District Fee \$
Total Square Feet	State Surcharge \$
Width Length Height	Total Permit Fee \$
Sign Dimensions	
Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.	
Applicant's Signature: _____ Date: _____	

OFFICE USE ONLY	PERMIT # →	Zoning District :	Would you like your permit faxed to you? If Yes, Enter your fax # with area code below : ( ) -
Zoning Remarks :	Certificate of Insurance <input type="checkbox"/>		
Structural / Plan Review Remarks:	PIN		
		Allowable Signage:	
		Review By	Date

Signature of Cardholder (required for all charges): \_\_\_\_\_

<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Security Code ▶	Expiration Month /Year ▶
Enter Account Number ▶					

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 02/14/2015

**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 \$70.00
- Type II- Roof and Freestanding Signs:** \$2.70 for each square foot with a minimum fee of \$75.00
- Type III- Temporary and Portable Signs:** \$70.00
- Type IV – Awnings:** \$2.10 per linear foot with a minimum fee of \$70.00
- Type V – Demolition of Signs:** \$70.00
- Type VI – Repair Existing Signs:** 25% of the fee for a new or replacement sign, with a minimum fee of \$70.00
- Type VII – Marquee over public property:** \$138.00

**SURCHARGES:**

- Special Sign District Fee:** \$25.00
- State Surcharge:** \$1.00 per permit application w/fee less than \$10,010.00. If fee is greater than or equal to \$10,010.00, then surcharge is calculated by multiplying fee by .0005 (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 651-266-9080 for information.

**\*\*FOR INFORMATION ON SIGN PERMITS CONTACT ZONING AT 651-266-9080\*\***

APPROVAL AREA {For Office Use Only}			
OFFICE	REQUIRED	APPROVAL NUMBER	DATE/REMARKS/INITIALS
Heritage Preservation Commission (HPC)			
Special Sign District			
<b>**Inspectors are in the office for inspection requests between 7:30 AM – 9:00 AM, Monday – Friday**</b> Inspectors' Phone Number is 651-266-9002 To Contact Zoning, Call 651-266-9080			

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