



**City of South St. Paul**  
 125 3<sup>rd</sup> Avenue North  
 South St. Paul, MN 55075  
 Phone: (651) 554-3220  
 Fax: (651) 554-3211

<b>For Office Use</b>	
Permit #:	_____
Permit Fee:	_____
Date Received:	_____
Date Issued:	_____

## SIGN PERMIT APPLICATION

**REQUIRED ITEMS:**

- One (1) application per sign
- Two (2) copies of drawing showing proposed sign and site plan or building elevation showing location on property.

<b>Applicant is:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Sign Company/ Contractor			
<b>Location Address:</b> _____			
<b>Owner/ Tenant/ Business Name:</b> _____			
<b>Contact Name:</b> _____		<b>Phone #:</b> _____	
<b>Email:</b> _____			
<b>Sign Company/ Contractor Name:</b> _____			
<b>Address:</b> _____			
<b>City:</b> _____		<b>State:</b> _____	<b>Zip Code:</b> _____
<b>Contact Name:</b> _____		<b>Phone #:</b> _____	
<b>Email:</b> _____			
<b>Work Type:</b> <input type="checkbox"/> New <input type="checkbox"/> Change Existing <input type="checkbox"/> Move			
<b>Sign Type:</b> <input type="checkbox"/> Wall <input type="checkbox"/> Awning <input type="checkbox"/> Projecting <input type="checkbox"/> Canopy			
<input type="checkbox"/> Monument <input type="checkbox"/> Pylon <input type="checkbox"/> Other _____			
<b>Sign Is:</b> <input type="checkbox"/> Electric <input type="checkbox"/> Double Faced			
<b>Sign Dimensions, Cost &amp; Message</b>			
<small>**All measurements should be in feet and inches, round up**</small>			
<b>Length:</b> _____		<b>Height:</b> _____	<b>Depth:</b> _____
<b>Total Square Feet:</b> _____		<b>Cost/ Value:</b> _____	
<b>Sign Message:</b> _____			
<b>Location on Structure:</b> _____		<b>Setback (freestanding):</b> _____	

I hereby acknowledge that I have read this application, state the application is correct, and agree to comply with South St. Paul, MN ordinances regulating construction and placement.

**Applicant's PRINTED Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Office Use</b>		
Reviewed By:	_____	Date: _____
Comments: _____		