



**FEE: \$80**  
**Date Received: \_\_\_\_\_**

## Permanent Sign Permit Application

Applicant: \_\_\_\_\_ Property Owner \_\_\_\_\_ Contractor

**PROPERTY OWNER:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION

Class of Work (check one): \_\_\_\_\_ New \_\_\_\_\_ Add \_\_\_\_\_ Repair \_\_\_\_\_ Replace

Sign Location Address: \_\_\_\_\_

Area of Proposed Signage: \_\_\_\_\_ Square Feet Width of Building Frontage: \_\_\_\_\_

Area of Existing Signage: \_\_\_\_\_ Square Feet Height of Building: \_\_\_\_\_

Completed Value: \_\_\_\_\_

Return completed application to:  
St. Joseph City Offices  
75 Callaway St E  
St. Joseph, MN 56374

<p><b>Permit Approval</b></p> <p>By: _____</p> <p>Date: _____</p> <p>Permit # _____</p> <p>Fee Due: _____</p> <p>Fee Paid: _____</p>
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**PLEASE REFERENCE PAGE 2 FOR SIGN PERMIT REQUIREMENTS  
AND FOR SIGNATURES**

### Permanent Sign Permit Checklist

The City of St. Joseph must receive the following information to process your application. During the review of your application by staff, additional information may be requested. For further information on the sign ordinance, please call the Planning Department at (320) 229-9425.

\_\_\_\_\_ Completed Sign Permit Application

\_\_\_\_\_ Site Plan (only required when proposing a free-standing/monument sign & must be drawn to scale) with the following information:

- Existing Conditions:
- 1) Locations and Dimensions of Property Lines
  - 2) Location of Existing Signage
  - 3) Curb Cuts
  - 4) Driveways
  - 5) Access Roads
  - 6) Parking, Including Off-Street Loading Areas
  - 7) Drainage and Utility Easements

- Proposed Conditions:
- 1) Location of Proposed Sign(s)
  - 2) Setback from Property Lines
  - 3) Setback from Existing Signage
  - 4) Footing Size
  - 5) Width/Circumference of Footings
  - 6) Depth in Ground

- \_\_\_\_\_ Site Design
- 1) Type of Sign (free standing/monument or wall)
  - 2) Height of Sign from Ground to Bottom of Sign
  - 3) Height of Sign from Ground to Top of Sign
  - 4) Width
  - 5) Sign Message
  - 6) Materials Sign will be constructed of
  - 7) Light Source
  - 8) Location on Structure or Property
  - 9) Number/Kind/Size of Posts
- \*ALL DRAWN TO SCALE AND IN COLOR

\_\_\_\_\_ Copy of Job Estimate from Sign Contractor

\_\_\_\_\_ Two sets of Construction Drawings for foundation and/or sign (plans may need to be signed by a licensed structural engineer).

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other State or Local Law regulating construction or the performance of construction.

**This application must be signed by the owner of the subject property.**

We, the undersigned, have read and understand the above.

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Signature of Applicant

Date

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Signature of Property Owner

Date