SIGN PERMIT APPLICATION

CITY OF WINONA – COMMUNITY DEVELOPMENT DEPARTMENT
207 LAFAYETTE, WINONA, MN 55987
(507)457-8250; FAX (507)457-8212

Property Address: _____ Suite/Unit: _____

Applicant is: _____ Owner _____ Contractor _____ Other

Property Owner:
Company/Individual _____
Contact Person _____
Mailing Address _____
City/State/Zip _____
E-Mail _____
Phone _____

Contractor:
Company/Individual _____
Contact Person _____
Mailing Address _____
City/State/Zip _____
E-Mail _____
Phone _____

Applicant:
Company/Individual _____
Contact Person _____
Mailing Address _____
City/State/Zip _____
E-Mail _____
Phone _____

PERMIT FEE: Wall signs, roof signs, projecting signs, church signs, with a minimum fee of $40.50; ground signs, $81.00.

TYPE OF USE: _____

CLASS: _____New _____Alteration _____Repair _____Replace

DISTRICT: __ CBD __ Highway __ Industrial __ Business __ Residential __ Park

SIGN DESCRIPTION:

TYPE: _____Wall _____Projecting _____Ground _____Billboard **QUANTITY:** _____
FACE: _____Metal _____Plastic _____Stone _____Wood _____Other _____
FRAME: _____Metal _____Plastic _____Wood _____Other (Oth) _____
SUPPORT: _____Metal _____Plastic _____Wood _____Other (Oth) _____
ILLUMINATED: _____Internally _____Externally _____Not Illuminated
SIZE OF SIGN FACE: Width:_____ Height:_____ Number of Faces:_____
SETBACK IN FEET FROM PROPERTY LINE: _____
TOTAL HEIGHT IN FEET TO TOP OF SIGN: _____
TOTAL HEIGHT IN FEET TO BOTTOM OF SIGN: _____

SIGN MESSAGE (REMARKS):_____

_____

_____ _____
Applicant's Signature **Building Owner's Signature**

For Staff Use Only
Date Received: _____ Permit # _____ Receipt #_____
Parcel #: _____ Frontage_____ Fee _____
Approved by _____ Date Approved _____

(See Other Side For Application Requirements)

The following items are required to be included with a permit application:

- ☐ With the exception of exempt signs (see 43.43 (d) of the Zoning Code), no sign should be erected, altered or relocated without first obtaining a permit. Obtaining a permit after the fact does not prevent a non-conforming sign from being ordered removed.
- ☐ Sign permit application with the following information:
    - Name, address and telephone number of the applicant.
    - Location of building, structure, or lot to which or upon which the sign or other advertising structure is to be attached or erected.
    - Position of the sign or other advertising structure in relation to nearby buildings or structures.
    - Two (2) blueprints, photocopy, or ink drawings of the plans and specifications and method of construction and attachment to the building or in the ground.
    - Name of person, firm, corporation or association erecting structure.
    - Written consent of the owner of the building, structure or land to which or on which the structure is to be erected. This can be achieved with the property owner's signature on the front side of this application.

Please note the following regulations:

- ☐ If the work authorized under a sign permit has not been completed within six (6) months after date of issuance, the said permit shall become null and void.
- ☐ All signs shall be constructed to withstand a wind pressure of at least 30 pounds per square foot of surface and shall comply with all local adopted building codes of the City.
- ☐ No sign shall be illuminated by other than electrical means and electrical devices and wiring shall be installed in accordance with the requirements of the State of Minnesota Electrical Code. The light from any illuminated sign or from any light source, including interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing residential districts or adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas.
- ☐ Any person owning or controlling a sign shall keep such sign, together with all supports, braces, guy wires, and anchors in good repair at all times. Any sign, or other advertising structure regulated herein, which is unsafe or insecure, is a menace to the public, is abandoned or maintained in a dilapidated condition, or has been constructed or erected or is being maintained in violation of the provisions of this chapter, shall be declared a nuisance and shall be abated.
- ☐ Every sign or other advertising structure requiring a permit under this section shall display in a conspicuous place thereon and which is visible from the ground, the permit number.
- ☐ Sign inspections:
    - Wall/projecting signs: Call the Inspections Division at 457-8231 when your sign has been erected.
    - Ground signs: Call the Inspections Department at 457-8231 for a footing inspection before the footings are poured and again after the sign has been erected.

All sign contractors are recommended to have the most recent sign rules—Section 43.43 of the Zoning Code. This can be obtained from the Community Development Department and found on the City's website: http://www.cityofwinona-mn.com.