



City of Brooklyn Center

Building & Community Standards
6301 Shingle Creek Pkwy, Brooklyn Center, MN 55430-2199
Ph: (763)569-3300 TTY 711 Fax: (763)569-3360
www.cityofbrooklyncenter.org

Sign Permit Application

Permit No: \_\_\_\_\_

Site Address \_\_\_\_\_ Date of Application: \_\_\_\_\_

Tenant Name & Contact (For Commercial Only) \_\_\_\_\_

Applicant is: [ ] Contractor [ ] Owner

Property Owner section with fields for Name, Address, City, State, Zip Code, Phone, and Email.

Signhanger Contractor section with fields for Company Name, Address, City, State, Zip Code, Contact Person, Email, and Company Phone.

Electrical Contractor section with fields for Company Name and Contact Person, plus a note about separate electrical permits.

Size of Sign: Width \_\_\_\_\_ Height \_\_\_\_\_ Total Square Feet \_\_\_\_\_ Lighted? Yes \_\_\_ No \_\_\_

Location on Property (Freestanding Signs Require a Site Plan: \_\_\_\_\_)

Type of Sign (Wall, Freestanding, Canopy, etc.) \_\_\_\_\_

Sq. Ft. of Wall Supporting Wall Sign: \_\_\_\_\_

Gross Floor Area of Building for Freestanding Sign: \_\_\_\_\_

Height Above First Floor Elevation: \_\_\_\_\_

Sign Message: \_\_\_\_\_

List all Existing Signs on Property:

Table with 4 columns: Sign Type, Size, Location on Property, Message.

The undersigned acknowledges that this application has been read and that the above information is correct and agrees to comply with all ordinances, laws and applicable codes of the City of Brooklyn Center and the State of Minnesota.

Applicant Name \_\_\_\_\_ Signature: \_\_\_\_\_

(Please Print)

Permits must be submitted in person or mailed. Permits will not be accepted via e-mail or fax.

6301 Shingle Creek Parkway • Brooklyn Center MN 55430-2199 • 763-569-3330 • FAX: 763-569-3360

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June 2012

## City Staff Use Only

<b>Permit Sub Type</b>	<input type="checkbox"/>	Canopy		Home Occupation		Roof
	<input type="checkbox"/>	Directional		Projecting		Undefined
	<input type="checkbox"/>	Freestanding				Wall
<b>Work Type</b>	<input type="checkbox"/>	New		Remodel/Alter		Replace
	<input type="checkbox"/>	Addition		Repair		Undefined
<b>Required Inspections</b>	<input type="checkbox"/>	Final		Footing		

### Sign Permit Fee Calculation:

<b>Signs 50 sq. ft. in area or less</b>	<b>\$50.00</b>	_____
<b>Each additional 50 sq. ft. of gross area (or fraction thereof)</b>	<b>\$15.00</b>	_____
<b>Footing Inspection Fee</b>	<b>\$50.00</b>	_____
<b>Minimum Fee</b>	<b>\$50.00</b>	_____
<b>TOTAL PERMIT FEE</b>		<b>\$ _____</b>

Special Conditions/Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Required Approvals:	Signature	Date
Zoning Official		
Engineering Official		
Building Official		
Entered By:		

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