



City of Brooklyn Center

Community Development

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	Name _____
	Address _____
	City _____ State _____ Zip Code _____
	Phone _____ Email _____

Signhanger Contractor City Issued License Required	Company Name _____
	Address _____
	City _____ State _____ Zip Code _____
	Contact Person _____ Email _____
Company Phone _____	

Electrical Contractor	Company Name _____ Contact Person _____
Note: Electrical work requires a separate electrical permit	

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:

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

Sign Permit Fee Calculation:		
Signs 50 sq. ft. in area or less	\$50.00	_____
Each additional 50 sq. ft. of gross area (or fraction thereof)	\$15.00	_____
Footing Inspection Fee	\$50.00	_____
Minimum Fee	\$50.00	_____
TOTAL PERMIT FEE		\$ _____

Special Conditions/Remarks: _____

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

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