



SIGN PERMIT APPLICATION

Planning Department | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

SITE INFORMATION

Address of Sign Location:		Suite:	
Property Identification Number*:			
Legal Description*:			
Multi-Tenant Building: <input type="checkbox"/> Yes <input type="checkbox"/> No	Zoning District:	Lineal Feet of Front Lot Frontage: ft	
Building Front/Tenant Façade Area:	Height: ft.	Width: ft.	Total Sq Ft:
Applicant is: <input type="checkbox"/> Sign Company or Installer <input type="checkbox"/> Business Owner or Tenant <input type="checkbox"/> Property Owner <input type="checkbox"/> Other:			

PROPERTY FEE OWNER INFORMATION

Property Fee Owner(s):		
Mailing Address:		
City:	State:	Zip:
Contact Person:	Phone:	
Email:		

BUSINESS INFORMATION

Business Name:		
Mailing Address:		
City:	State:	Zip:
Contact Person:	Office Phone:	
Cell Phone:	Email:	

SIGN COMPANY INFORMATION

Sign Company Name:		
Mailing Address:		
City:	State:	Zip:
Contact Person:	Office Phone:	
Cell Phone:	Email:	

GENERAL SIGN INFORMATION

Type of Sign: <input type="checkbox"/> Freestanding Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Other:	
Type of Work: <input type="checkbox"/> New <input type="checkbox"/> Sign Face Change (same size) <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Relocate	
Existing Sign(s) to be Removed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Dimensions and SF Removed:
Illumination: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Internally <input type="checkbox"/> Externally <input type="checkbox"/> Indirect <input type="checkbox"/> Other:	

*Information can be found at <https://gis.co.scott.mn.us/sg3/>

WALL SIGN INFORMATION					
Wall Sign Type: <input type="checkbox"/> Channel Letters <input type="checkbox"/> Cabinet <input type="checkbox"/> Canopy <input type="checkbox"/> Projecting <input type="checkbox"/> Other:					
Wall Sign Location: <input type="checkbox"/> North Wall <input type="checkbox"/> South Wall <input type="checkbox"/> East Wall <input type="checkbox"/> West Wall <input type="checkbox"/> Other:					
Sign Face Dimensions:	Height:	ft.	Width:	ft.	Total Sq Ft:
Store/Tenant Facade Area:	Height:	ft.	Width:	ft.	Total Sq Ft:
FREESTANDING SIGN INFORMATION					
Freestanding Sign Type: <input type="checkbox"/> Monument <input type="checkbox"/> Pylon <input type="checkbox"/> Development/Project <input type="checkbox"/> Other:					
Sign Face Dimensions:	Height:	ft.	Length:	ft.	Total Sq Ft*:
Overall Sign Height from Existing Grade:			Double Faced: <input type="checkbox"/> Yes <input type="checkbox"/> No *Both sides of sign included		
Distance from Property Lines:			Electronic/Dynamic Display Sq Ft:		
WALL SIGN SUBMITTAL REQUIREMENTS			FREESTANDING SIGNS SUBMITTAL		
<ol style="list-style-type: none"> Application form filled out <u>completely</u>. A separate application is required for each sign. Owner approval if signature not provided on form. Color rendering of building elevation showing: <ul style="list-style-type: none"> Exact location of sign on wall Dimensions showing accurate height and width of front elevation/façade area Total square feet of sign face Detailed color rendering of each sign copy showing: <ul style="list-style-type: none"> Height and width of sign face Total square feet of sign face area Material specifications Illumination details 			<ol style="list-style-type: none"> Application form filled out <u>completely</u>. Owner approval if signature not provided on form. Property survey drawn to scale that includes: <ul style="list-style-type: none"> North arrow and scale Location of property lines, streets, sidewalks, parking and buildings Location of sign and property line setbacks Detailed color rendering of sign copy showing: <ul style="list-style-type: none"> Dimensions of proposed sign face area Overall height from existing grade Material specifications & illumination details Building permit application required for signs 7 feet or taller with signed and stamped engineered plans. 		
NOTES			FEES		
<ul style="list-style-type: none"> Submit applications to Planning Department Incomplete or illegible applications will be returned Work shall not start until the permit has been issued Signs installed without a permit will have fees doubled 			Wall Sign - New or Altered:	\$125.00	
			Freestanding Sign - New or Altered:	\$175.00	
			Sign Face Change Only:	\$75.00	
I hereby certify that the information provided is complete and accurate and that I will comply with all applicable laws of the State of Minnesota and ordinances of the City of Savage. I further certify that the proposed sign will be constructed in accordance with permit conditions and approved plans and specifications. I understand this is not a permit and work is not to start without a permit.					
Applicant Signature(s):			Date:		
Property Owner Signature(s)			Date:		
FOR CITY USE ONLY					
Zoning Approval:			DATE ISSUED:		
			PERMIT NO:		
Other Permits Required: <input type="checkbox"/> Building Permit <input type="checkbox"/> State Electrical Permit - required from MN Dept. of Labor & Industry for all new lighted signs			FEE:	\$	
			PENALTY:	\$	
			TOTAL FEE:	\$	