

# City of Coon Rapids Permanent Sign Permit Application

Address of property where sign will be erected: \_\_\_\_\_

Business Name: \_\_\_\_\_

## Property Owner

Name/Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Sign Contractor

Name/Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Sign Information *(complete separate application for each sign)*

### Wall Sign

**Sign Dimensions:**

Length: \_\_\_\_\_ Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Wall Dimensions:**

Length: \_\_\_\_\_ Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Location on Building (circle one):**

North      South      East      West

**Illumination, electrical permit required (circle one):**

Internal      External      Indirect      None

**Message of Sign:**

*\*Multiple signs on a single wall are considered a single sign.*

### Ground Sign

Work Intended (circle one):      Installation      Alteration

Sign Type (circle one):      Pylon      Monument

**Sign Face Dimensions:**

Length: \_\_\_\_\_ Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Sign Structure Dimensions, if Monument Sign:**

Length: \_\_\_\_\_ Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Illumination, electrical permit required (circle one):**

Internal      External      Indirect      None

Distance from Front Property Line: \_\_\_\_\_

Distance from Side Property Lines: \_\_\_\_\_

**Message of Sign**

## Description of Signs to be Removed

### Wall Sign Submittal Requirements

1. Completed application.
2. Drawing of sign showing:
  - Dimensions
  - Location on building
  - Sign message
3. Property owner approval.
4. Required permit fee.

### Ground Sign Submittal Requirements

1. Completed application.
2. Drawing of sign showing:
  - Dimensions
  - Location on building
  - Sign message
  - Structural drawings, **including footings**
3. Property owner approval.
4. Required permit fee.
5. Site plan showing:
  - North arrow and scale
  - Location of buildings on lot
  - Street names
  - Location of proposed signs and setbacks
  - Placement of existing signs

This is only an application for a sign permit. **No work may be performed until the permit has been issued.** Penalties will be assessed for any sign erected before obtaining a permit.

The undersigned hereby makes application for a permit for the work herein specified, agreeing to do all work in strict compliance with City Code and hereby declares that all the facts and representations stated in this application are true and correct.

Applicant's Printed Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

This application along with supporting documents may be submitted electronically via email , by mail or in person. A link will be sent to you to pay any fees online after documents are received. You may also mail a check with your submission.

**Please allow up to 10 business days to process and approve your sign permit.**

