

## SIGNS

- This handout is intended only as a guide. It shall not be considered a complete set of requirements.
- Materials and installation must comply with the current Minnesota State Building Code and the manufacturers' installation specifications for each product.
- Most municipalities have zoning standards regarding signs and require approval by the zoning administrator or municipal governing body. **Zoning approval for a sign** only authorizes the sign design and/or planned placement – it **does not substitute for a building permit**.
- A building permit is required if a sign is to be mechanically fastened to a structure or installed on independent supports. **Electronic signs also require a separate electrical permit.**

### **BUILDING Permit Submittal shall include:**

- ☐ **Building Permit Application**, completed in its entirety, including signature and valuation.
- ☐ **One set of plans** showing the proposed design, including:
  - ☐ Attachment detail
  - ☐ Sign area & size
  - ☐ Post sizing (if applicable)
  - ☐ Weight, per independent component or section
  - ☐ Elevation drawings
  - ☐ Materials
  - ☐ Footing details (if applicable)
- ☐ **A site plan** (or **Certificate of Survey** if required by municipality) identifying proposed sign location and dimensions, lot lines, setbacks, and all structures on the property
- ☐ **Engineering may be required for any sign; but is always required if:**
  - The sign is 7' above grade (if independently supported); OR
  - Any sign component is fastened to a structure, but not attached to the structural frame; OR
  - Any sign component weighs over 50 lbs. and is fastened to the structure.
- ☐ IF NONE OF THE ABOVE APPLY, complete and return the **Commercial Sign - General Scope of Work** form (included in this handout).
- ☐ Additional information may be required by the plan reviewer.

### **PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:**

**POSTED** prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

### **INSPECTION REQUIREMENTS:**

Inspections **MUST** be scheduled during office hours **AT LEAST** one business day prior to inspection. If a specific date and time is required, additional notice may be needed. Failure to cancel a scheduled inspection may result in a reinspection fee.

- **Office Hours:** Monday - Friday • 8:00 a.m. - 4:30 p.m.
- **Phone:** (952) 442-7520 or (888) 446-1801

**Inspections:** (Refer to your permit card regarding project-specific inspections)

- **Footings** (if applicable): After forms and reinforcing are in place, but **PRIOR TO POURING CONCRETE**. Locate survey stakes to allow inspector to verify setbacks.
- **Attachment (may be included with final):** Verify attachment according to approved plans, and that all penetrations have been properly sealed.
- **Final:** After the sign has been fully installed. If sign includes electronic elements, the electrical final inspection must be completed before the sign final inspection.

**NOTICE:** Construction or work for which a permit is required shall be subject to inspection by the Building Official, and such **construction or work shall remain accessible and exposed for inspection purposes until approved**. It is the responsibility of the permit applicant to be in attendance on site and provide access to the Building Official for all required inspections. If work is concealed and/or work is not complete at time of inspection, an additional inspection is required and a **reinspection fee may apply**.

**Note:** For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: [info@mnspect.com](mailto:info@mnspect.com).

## PROJECT CHECKLIST:

The following is a guideline to assist in compliance with the requirements of the MN State Building Code.

- ☐ BEFORE YOU DIG, contact Gopher State One Call to locate buried utilities: (651) 454-0002 or (800) 252-1166. [www.gopherstateonecall.org](http://www.gopherstateonecall.org).
- ☐ All signs shall be designed to withstand 3-second wind gusts of 115 mph.
- ☐ All reinforcing steel shall have 3" of concrete cover provided.
- ☐ Wood exposed to ground, exposed to weather, located on concrete, or within 6" of grade, shall be a naturally durable wood (redwood, cedars, etc.) or approved treated lumber.
- ☐ Caulk all building penetrations created by sign attachment hardware.

## Commercial Sign – General Scope of Work

Answer all questions and submit with your permit application.

1. Is this a free-standing sign higher than 7 feet above grade? Yes \_\_\_\_ No \_\_\_\_
2. Will the sign be attached to a building, but not to the structural frame? Yes \_\_\_\_ No \_\_\_\_
3. Does any sign component attached to the structure weigh over 50 lbs? Yes \_\_\_\_ No \_\_\_\_

If you answered **Yes** to any of the above, **engineered plans** are required and you do not need to continue filling out this worksheet

4. If the sign is free-standing (not attached to an existing structure):

Footing Diameter: \_\_\_\_\_ Depth: \_\_\_\_\_ Post Size: \_\_\_\_\_

5. Provide sign dimensions: \_\_\_\_\_

\_\_\_\_\_

6. Provide attachment details to posts or building (include fastener types, sizes):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Provide the weight of each independent component or section:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Provide information on the sign material (stone, wood, plastic, aluminum, glass):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Provide a drawing identifying sign attachment, location, and elevations along with this worksheet.



2415 Wilshire Blvd  
Mound, MN 55364  
Phone 952-472-0607  
Fax 952-472-0620

## BUILDING PERMIT

☐ Handout Given

☐ Lead Handout Given

**SITE ADDRESS:** \_\_\_\_\_ **PID:** \_\_\_\_\_

- 1) Was the home constructed before 1978? (**YES** ☐, continue with line 2, **NO** ☐ continue without completing EPA Section)  
2) Will the work disturb  $\geq 6$  sq ft of interior painted surfaces or  $\geq 20$  sq ft of exterior painted surfaces? (**YES** ☐ go to line 4, **NO** ☐ line 3)  
3) Are there any windows being replaced? (**YES** ☐, go to line 4, **NO** ☐ continue without completing EPA Section)  
4) Has this home been Certified Lead Free? (**YES** ☐, you **MUST** Attach Certification Information, **NO** ☐ complete line 5)  
5) EPA Contractor Certification Number: **NAT** -

**PROPERTY OWNER:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contractor License No:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**ARCHITECT:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**TYPE OF WORK:** ☐ New Construction ☐ Deck ☐ Window/Door Alteration

☐ Commercial ☐ Residential ☐ Change of Use ☐ Pool ☐ # being replaced \_\_\_\_\_

**EST. VALUATION OF WORK** ☐ Finish Basement ☐ Retaining Wall ☐ Misc Other

\$ \_\_\_\_\_ ☐ Remodel ☐ Porch

*Square feet:* \_\_\_\_\_ ☐ Addition ☐ Demolition

**Detailed Description of Work:** ☐ Garage-Attached/Detach ☐ Misc Other

☐ Accessory Structure

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. **I agree to pay all plan review fees even if I choose not to proceed with the work.** Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_ ☐ Owner ☐ Contractor ☐ Owner's Representative

**OCCUP. TYPE:** \_\_\_\_\_ **CONST. TYPE:** \_\_\_\_\_ **CODE:** \_\_\_\_\_ **BLDG SPRINKLED** Yes / No

**VALUATION: \$** \_\_\_\_\_ **COPIED** \_\_\_\_\_ **APPROVED** \_\_\_\_\_

Permit Fee: \$ _____				
Plan Review Fee: \$ _____				
State Surcharge: \$ _____				
Site Inspection Fee: \$ _____				
S.E.C. Fee: \$ _____				
Investigation fee / Other Fee: \$ _____				
Copy Charge (\$.25 per 8.5 x11 page) \$ _____				
License Check (\$5) / Lead Check (\$5) \$ _____				
<b>Sub Total \$</b> _____				

**Special Conditions/Required Setbacks:** \_\_\_\_\_

**Building Approval By:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Printed Building Approval By:** \_\_\_\_\_ ☐ License Verification ☐ Lead Verification - Checked By: \_\_\_\_\_

**City Approval By:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Information supplied on this form will be considered public according to the MN Government Data Practices Act.  
See reverse side for an important statement regarding Indigenous Mounds.

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

OFFICE USE ONLY

## ***Supplemental Information for Building Permits Indigenous Mounds and Earthwork Sites***

*Indigenous burial mounds and/or earthwork sites have been discovered in and around the City of Mound. While many of the sites have been severely impacted by development over the years, they do receive protection under state law. **Penalties will be imposed for the unauthorized disturbance of indigenous sites.** Additional information may be obtained through the Minnesota State Archeologist.*

*Any formal investigation of a site, including a determination of whether a mound or burial area exists on a subject site, is the responsibility of the property owner or developer. The issuance of permits by the City of Mound to do work on a site does not relieve the owner or developer of that responsibility.*