

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**. **Please complete and upload page 4 to provide information for the zoning review.**
- 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: (Please upload the following)

- **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).

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.

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.
- ☐ 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 answer questions 4-8. **PLEASE PROCEED TO ZONING REVIEW** on the next page.

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.



PERMANENT SIGN - ZONING REVIEW

SIZE OF SIGN REQUESTED: _____ feet high x _____ feet wide = _____ SQ FT

FREE STANDING SIGN height from ground level to top of sign _____ feet

WALL SIGN: Wall area = _____ feet high x _____ feet wide = _____ SQ FT

DESCRIBE SIGN (message, materials, illumination, etc.) :

TOTAL NUMBER OF EXISTING WALL SIGNS _____

TOTAL SQUARE FEET OF EXISTING SIGNS _____ SF

TOTAL SQUARE FEET OF NEW SIGNS _____ SF

ALLOWABLE SIGNAGE: 10% / 15% x wall area@ _____ SF = _____ SF TOTAL

SQUARE FEET OF EXISTING SIGNS _____ + NEW SIGNS = _____ SF

**** Please upload a graphic of the proposed sign design with dimensions and a site plan showing proposed sign location.**