

## SIGN PERMIT APPLICATION

### Sign Location/Business Information

Address \_\_\_\_\_ Unit # (if applicable) \_\_\_\_\_  
 Business Name \_\_\_\_\_ Cost of Sign (REQUIRED) \$ \_\_\_\_\_  
 Plan Submission:  Paper  ePlans

### Contractor Information

(Fill out only if contractor is pulling permit, contractor must sign application)

Company Name \_\_\_\_\_ Contractor License # \_\_\_\_\_  
 Contact Person's Name \_\_\_\_\_ Preferred Contact Method:  Phone  Email  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Payment Pin:  Yes  No  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email Address \_\_\_\_\_

Fill out information in this boxed area only if submitting plans through ePlans

### Applicant Information

(Contact person for plan review, applicant is responsible for ePlans tasks. Applicant must sign application)

Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Email Address \_\_\_\_\_ Cell # \_\_\_\_\_

### Existing Signage on Property (must be accurate)

(Use additional pages as needed)

Ground/Pylon  Wall Description of Sign(s) \_\_\_\_\_  
 Square Footage of Sign(s) \_\_\_\_\_ Sign(s) is:  Staying  Being Removed

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 Square Footage of Sign(s) \_\_\_\_\_ Sign(s) is:  Staying  Being Removed

### Proposed Sign Information

(Use additional pages as needed)

#### Sign #1:

Type of Sign:  Ground/Pole Sign  Ground Monument Sign  Off-Premise (Billboard)  
 Awning/Canopy  Wall Sign  Other (Specify: \_\_\_\_\_)

Sign Faces:  Double Faced  Single Faced

Ground Signs: Overall height above grade: \_\_\_\_\_ feet; Height above ground to bottom of sign: \_\_\_\_\_ feet

Wall Signs: Wall area square footage: \_\_\_\_\_; Location on wall: \_\_\_\_\_

Sign: Height: \_\_\_\_\_; Width: \_\_\_\_\_; Depth: \_\_\_\_\_; Square Footage \_\_\_\_\_

Description of Sign: \_\_\_\_\_

#### Sign #2:

Type of Sign:  Ground/Pole Sign  Ground Monument Sign  Off-Premise (Billboard)  
 Awning/Canopy  Wall Sign  Other (Specify: \_\_\_\_\_)

Sign Faces:  Double Faced  Single Faced

Ground Signs: Overall height above grade: \_\_\_\_\_ feet; Height above ground to bottom of sign: \_\_\_\_\_ feet

Wall Signs: Wall area square footage: \_\_\_\_\_; Location on wall: \_\_\_\_\_

Sign: Height: \_\_\_\_\_; Width: \_\_\_\_\_; Depth: \_\_\_\_\_; Square Footage \_\_\_\_\_

Description of Sign: \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

**Sign #3:**

Type of Sign:       Ground/Pole Sign       Ground Monument Sign       Off-Premise (Billboard)  
                          Awning/Canopy       Wall Sign       Other (Specify: \_\_\_\_\_)

Sign Faces:       Double Faced       Single Faced

Ground Signs: Overall height above grade: \_\_\_\_\_ feet; Height above ground to bottom of sign: \_\_\_\_\_ feet

Wall Signs: Wall area square footage: \_\_\_\_\_; Location on wall: \_\_\_\_\_

Sign: Height: \_\_\_\_\_; Width: \_\_\_\_\_; Depth: \_\_\_\_\_; Square Footage \_\_\_\_\_

Description of Sign: \_\_\_\_\_

**Information Required to be Submitted with Application**

(Incomplete submittals will not be processed)

Drawings including:

➤ **Pylon/Ground Signs:**

Proposed sign drawing(s) showing:

- Sign(s) size and lettering; footing size; and height above grade.
- Site plan showing: distance of proposed sign(s) from property lines; and distance of existing sign(s) from property lines.

➤ **Wall Signs:**

Proposed sign drawing(s) showing:

- Sign(s) size and lettering; and projection(s) away from wall(s).
- Wall elevation showing: full wall length and height; and all proposed and existing sign(s).

➤ Engineering drawings as needed

**Applicant's Signature**

I hereby apply for a Sign Permit and acknowledge that the information above is complete and accurate; and **that this is not a permit**. The work will be performed in accordance with the conditions of the permit; and that the work will conform to the ordinances of the City of St. Cloud. This permit becomes void if work does not begin within 180 days or is suspended at any time for over 180 days.

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

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

Typed name above shall constitute an electronic signature