

CITY OF PERHAM SIGN PERMIT APPLICATION
Payment for this permit is not refundable after 14 days.

Application is hereby made by the undersigned for a Sign Permit as provided by Ordinance #286 and its amendments as adopted by the City of Perham. (Please request a copy of the above referenced ordinance if you are unfamiliar with requirements).

GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.

THE CITY OF PERHAM WILL CHECK ALL SETBACKS. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED.

Name of applicant: _____

Address of sign project: _____

Name of property owner if different from applicant: _____

Business Name (at sign location): _____

Property Tax ID Number: _____

Mailing Address: _____

Phone: _____ Email: _____

TYPE OF SIGN:

Wall Ground/Pylon Electronic Message Monument Portable Reader Board

Other If other, please describe: _____

Is the sign illuminated? Yes No (If yes include lighting plan.)

Is the sign temporary? Yes No

Square footage of sign: _____ Height: _____ Width: _____

If wall sign – square footage of façade: _____

Number of existing signs on property: _____ Square footage of existing signs: _____

No sign shall be erected, re-erected, or altered unless a permit has been obtained, unless no permit is required pursuant to Section 31, Subdivision 4 of Ordinance #286. Application for a sign permit shall be made in writing on forms furnished by the Zoning Administrator. In addition, a sign plan must be submitted with each new sign that is erected in the City and shall include the following:

- (1) The type of sign materials used.
- (2) A scaled site plan which displays the size, number, and location of signs on the site and buildings.
- (3) If the sign is being illuminated with external lighting, a lighting plan shall be submitted and shall conform to Section 33, Subdivision 4 of Ordinance #286.
- (4) If a pylon or ground/pylon sign is proposed, a structural footing detail shall be submitted as required by Subdivision 8 of this Section.

No separate building permit is required, but the Building Inspector may require submittal of plans or other pertinent information when such information is necessary to ensure compliance with the Building Code.

The fee for a sign permit shall be in accordance with the fee schedule as established from time to time by the City Council. A double fee will be charged if a sign is erected without first obtaining a permit for the sign. See attached for additional requirements.

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I HAVE READ THIS APPLICATION REQUIREMENTS AND AGREE TO COMPLY WITH ALL APPLICABLE CITY CODES.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

\$25.00 Receipt #: _____ Date Paid _____, 20____

Signature: _____ Date _____, 20____
(Building Official)