

**City of Coon Rapids
Permanent Sign Permit Application**

Address of property where sign will be erected: _____

Business Name: _____

Property Owner

Name: _____ Contact Person: _____

Address: _____ Unit #: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Sign Contractor

Name: _____ 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. 2021 Permit fee of **\$105**.

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. 2021 permit fee of **\$105** for an alteration of face change or **\$215** for new sign installation.
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 _____



City Planner 763-767-6452 Fax 763-767-6573 email: sharlicker@coonrapidsmn.gov

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