

Permanent Sign Permit Application

Please complete the sign permit application as requested. If the City deems an application incomplete, action will be delayed on your sign request. **Effective January 1, 2006, any contractor performing work within the City of Ramsey is required to obtain a City-issued Contractor's License.**

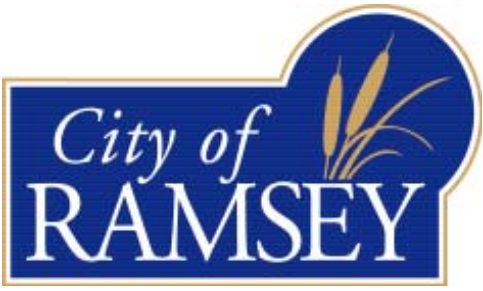
Required Information

1. Two copies of site plan showing the location of the proposed sign(s).
2. Two copies of a drawing of the proposed sign(s) showing the sign message, dimensions and calculated square footage of each sign, as well as a description of the materials, lettering, colors, illumination and support system. Include support structure and footing information for all ground and/or free standing pylon signs. Footings must be sized by a state licensed structural engineer.
3. Two copies of a cross section of the building face showing how the sign(s) will be attached and how far it will extend from the building.
4. A copy of the City-approved Business Registration Certificate (BRC).

Required Fees

Application Fee:	<u>\$25.00</u>	Permit Fee:	<u>\$75.00</u>	Total:	<u>\$100.00</u>
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- ◆ Questions regarding sign regulations and sign fees should be directed to the Community Development office at (763) 427-1410.



7550 Sunwood Dr NW, Ramsey, Minnesota 55303
Phone: 763-433-9850 • Fax: 763-433-9848
www.ci.ramsey.mn.us

Permanent Sign Permit Application

Permit # _____

Name of Business: _____

Business Phone #: _____

Contact Person: _____

Phone #: _____

Business Address: _____

P.I.N. #: _____

Sign Company's Name: _____

Phone #: _____

Address: _____

Contact Person: _____

Please provide the following information regarding existing and new permanent signs:

Existing Sign(s): Number _____ Type: Free Standing Pylon or Ground _____ /Wall _____ /Other _____

Total square footage of existing signage: _____ Sign Height(s): _____

New Sign(s): Number _____ Type: Free Standing Pylon or Ground _____ /Wall _____ /Other _____

Square footage of each sign: _____ Sign Height(s): _____

Dimensions of building front: _____ 15% of building front dimension: _____

If replacing previous business' signage, please indicate the name of former business: _____

The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Ramsey.

Property Owner Signature: _____ Date: _____

Responsible Contractor's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Application Fee: _____

Zoning District: _____

Permit Fee: _____

Square Footage Allowed: _____

Receipt #: _____

Proposed Square Footage: _____

Special Conditions: _____

Remaining Available Square Footage: _____

Building Approval: _____

Planning Approval: _____

Date

Date