



For Internal Use Only

Permit Fee: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

## SIGN PERMIT APPLICATION

Valuation: \_\_\_\_\_

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### Property Information

Address: \_\_\_\_\_ PID Number: \_\_\_\_\_

Legal Description (required if no address have been assigned): \_\_\_\_\_

Applicant is (check one):  Owner  Contractor  Tenant  Other

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### Type of Signs

Wall Signs  Free-Standing

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### Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone (W): \_\_\_\_\_ Phone (H): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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### Owner Information (If different from Applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone (W): \_\_\_\_\_ Phone (H): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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### Sign Contractor Information *(Contractor must sign application only if they are pulling the permit)*

Company Name: \_\_\_\_\_ Contact Person's Name \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone (W) \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

MN Registration #/Contractor #: \_\_\_\_\_ EPA Lead Firm Certification # \_\_\_\_\_

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### Electrical Contractor Information *(Contractor must sign application only if they are pulling the permit)*

Company Name: \_\_\_\_\_ Contact Person's Name \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone (W): \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

MN Registration #/Contractor #: \_\_\_\_\_ \*Master License #: \_\_\_\_\_

Baxter City Hall, PO Box 2626, 13190 Memorywood Drive, Baxter, MN 56425

[www.ci.baxter.mn.us](http://www.ci.baxter.mn.us)

email: [cityhall@ci.baxter.mn.us](mailto:cityhall@ci.baxter.mn.us)

Revised 06/28/13

### Wall Signs

Type and Amount:

- Single Tenant; Number proposed: \_\_\_\_\_
- Residential Development; Number proposed: \_\_\_\_\_
- Multi-tenant; Number proposed: \_\_\_\_\_

Size and Height

Size: The area of the sign measured within lines drawn between the outermost points of a sign, but excluding essential sign structure, foundations or supports.

Height: Distance of average level of the grade below the sign to the topmost point of the sign including the supporting sign structure, foundations and supports.

- 1) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.    Building face where wall signs(s) will be located: \_\_\_\_\_ sq. ft.    Height \_\_\_\_\_ ft.
- 2) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.    Building face where wall signs(s) will be located: \_\_\_\_\_ sq. ft.    Height \_\_\_\_\_ ft.
- 3) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.    Building face where wall signs(s) will be located: \_\_\_\_\_ sq. ft.    Height \_\_\_\_\_ ft.
- 4) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.    Building face where wall signs(s) will be located: \_\_\_\_\_ sq. ft.    Height \_\_\_\_\_ ft.

Size of building face where wall signs(s) will be located: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

**Must provide scaled building elevations or photo showing complete dimensions of structure.**

### Free Standing Signs

Type and Amount:

- Single Tenant; Number proposed: \_\_\_\_\_
- Multi-Tenant; Number proposed \_\_\_\_\_
- Dynamic (One max. per lot)

Subtotal of square footage of all free standing signs on property: \_\_\_\_\_sq. ft.

Size and Height

Size: The area of the sign measured within lines drawn between the outermost points of a sign, but excluding essential sign structure, foundations or supports.

Height: Distance of average level of the grade below the sign to the topmost point of the sign including the supporting sign structure, foundations and supports.

- 1) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.    Height \_\_\_\_\_ ft. Wall height + gabled peak height / 2= \_\_\_\_\_ ft.
- 2) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.    Height \_\_\_\_\_ ft. Wall height + gabled peak height / 2= \_\_\_\_\_ ft.

(New Free-standing) Total lot dimensions of property: \_\_\_\_\_ ft.

Setback from building (distance from property line): \_\_\_\_\_

Are free-standing sign located along state highway frontage?     Yes     No

If more than 3 business are located on lot: side lot line= \_\_\_\_\_ ft. x .25 s.f.= \_\_\_\_\_ s.f. of additional signage

Dynamic Display

Area of Dynamic Display: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
(Dynamic displays may occupy no more than 50 percent of the actual copy and graphic area.)

Rate of Message Change: \_\_\_\_\_

Motion, Animation, or Video Effects:  Yes  No Describe: \_\_\_\_\_

Ability to freeze the device in one position if a malfunction occurs.  Yes  No

Changeable messages:

A message that is not permanently attached to the sign face but is not a dynamic display.

Area of Changeable Messages: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
(Changeable Messages may occupy no more than 35 percent of the actual copy and graphic area).

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**All Signs**

Brightness (Complies with City Code Subsection 10-5-5):  Yes  No

*\*must provide details/cut sheets to show compliance*

Illumination levels

LED luminance level: \_\_\_\_\_

Signs using an LED (Light Emitting Diode) light source shall not exceed a luminance level of 500 candela per square meter (nits) between sunset and sunrise, and shall not exceed a luminance level of 5,000 candela per square meter between sunrise and sunset.

Florescent, Neon, or Incandescent light \_\_\_\_\_ watt per \_\_\_\_\_ square foot of sign surface area.

Signs using florescent, neon, or incandescent light sources shall not exceed 12 watts per square foot of sign surface area.

Automatically adjusts the brightness to ambient lighting conditions:  Yes  No

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**Total Sign Request**

Total square footage of all signs (wall, free-standing, and dynamic) on property: \_\_\_\_\_ sq. ft.

Total # of all signs: \_\_\_\_\_ sq. ft.

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**NOTE: All applications must include a scaled site plan/survey showing lot dimensions and setbacks. For new signs structural information will be required for Building Department review and must include details for mounting wall signage and engineered footing drawings for freestanding signs.**

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

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

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Printed Name \_\_\_\_\_