



Application for Sign Permit

Applicant to Complete Numbered Spaces only

1. Business Name: _____

Telephone: _____ Email: _____

2. Property Owner: _____

3. Project Address: _____

5. Use of Structure: _____ Property ID. No. _____

6. Sign Company/Contractor Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

7. Type of Sign:
- Wall sign – On Front of Building
 - Window Sign
 - Wall Sign – Not on Front of Building
 - Projecting Sign
 - Free-Standing Sign (Pylon Sign)
 - Electronic Sign
 - Awning/Canopy/Marquee
 - Temporary Sign/Banner

8. Sign Dimensions: _____ Ft. By _____ Ft. Total Area: _____ Sq. Ft.

9. Wall Length: _____ Ft. Wall Height: _____ Ft. Total Area: _____ Sq. Ft.

10. Free Standing Signs: Height From Grade: _____ Ft. Distance from Property Line(s) _____ Ft.

11. Please attach a scaled drawing of the proposed sign including the following information:

- A. Wall Signs – Include the linear feet and average height of the wall on which the sign will be located, and the number and dimensions of existing signs located on the same wall of the building.
- B. Free Standing Signs - Include an elevation drawing of the sign with height, sq. ft. of face area, and footing details. Also include a site plan or survey to scale with the setback distance noted.
- C. Awnings - Include the height of the awning and any attached valance extending over a sidewalk or over public property. Awnings also require a separate building permit.
- D. Temporary Signs - Include the length of time the sign(s) will be posted, a location map, and the dimensions of the sign. A graphic representation of the sign with content and dimensions of sign shown.
- E. Project Area Signs- Include the number of project entrances at which signs will be located.

Property Owner Signature / Title

Applicant/Sign Permit Contractor Signature

FOR CITY OF SHAKOPEE USE ONLY

Total Sq. Ft. of Sign	Use Zone and/or Overlay Zone	Receipt No.	Application Approvals	
Comments/Conditions <hr/> <hr/> <hr/> <hr/>			Community Development Dept.	Date
			Engineering Dept.	Date
			Building Dept.	Date

Application fees		
Temporary	\$30.00	
Permanent –		
Wall Sign	\$150.00	
Freestanding Sign	\$250.00	
Common Signage Plan	\$300.00	
Change of Sign Face	\$75.00	
TOTAL	\$	0171.4572

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