



COMMUNITY DEVELOPMENT
 2660 Civic Center Drive ❖ Roseville, MN 55113
 Phone: (651) 792-7074 ❖ Fax: (651) 792-7070

SIGN PERMIT

CITY CODE SECTION 1010.03
 www.cityofroseville.com

OFFICE USE ONLY

Permit # _____

Receipt # _____

Permit Fee: \$ _____

License Fee: \$ _____

City Planner signature & date _____

Bldg. Official signature & date _____

City of Roseville Contractor's License is required for all sign installations. Please allow at least 5 business days for plan review. Permit fee is based on the value of the job plus a 2% technology fee. Fee must be paid when permit is picked up.

1. Sign Contractor Company Name: _____

Lic. #: _____ Address: _____ City/State/Zip: _____

Last name: _____ First name: _____

Phone number: _____ Email address: _____

2. Property Owner/Manager Company Name: _____

Address: _____ City/State/Zip: _____

Last name: _____ First name: _____

3. Proposed Sign(s): Please Note: Banners, portable signs, and mobile signs are prohibited.

Street Address: _____

Brief description of work: _____

Duration: Temporary from: _____ to: _____

Permanent Conforms to Master Sign Plan: Yes N/A

4. Building Sign(s):

Length of building/tenant frontage: _____

Total proposed sign area: _____ Number of proposed signs: _____

5. Freestanding Sign(s): Requires review and approval of engineered structural plans by Building Official.

Overall sign height: _____

Total proposed sign area: _____ Number of proposed signs: _____

6. Required Plans: Complete specifications and scaled elevation drawings are required for all signs. Elevations for building signs should show the related building walls, and elevations for freestanding signs should show the entire sign structure. A scaled site plan showing the location of the proposed sign(s) and engineered structural plans are also required for freestanding signs. Refer to §1010 of the City Code for sign regulations.

7. Valuation: Total cost of materials and labor for all proposed signs: \$ _____

8. Signature(s): The undersigned hereby make(s) application to the City of Roseville to perform the work as herein described. The undersigned further state(s), under penalty of law, that the work will be performed in accordance with the MN State Building Code, this application, and any approved plans and/or specifications.

Contractor: _____

Date: _____

Property Owner: _____

Date: _____