



SIGN PERMIT APPLICATION

City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432
763-784-6491
Permits@slpmn.org

JOB ADDRESS: _____

APPLICANT INFORMATION:

Name: _____ New Construction
Address: _____ Remodel
Email: _____ Phone: _____ Word Change

CONTRACTORS INFORMATION:

Please Note: Contractors must be licensed with the City of Spring Lake Park

Name: _____
Address: _____
Email: _____ Phone: _____
State License #: _____ Expiration Date: _____

DESCRIPTION OF WORK TO BE COMPLETED:

Square Footage of front of Building (Length X Width): _____
Square Footage of all existing signs (Length X Width): _____
Square footage of proposed sign or signs (Length X Width): _____

IS AN ELECTRICAL PERMIT REQUIRED? Yes No

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park, MN:

1. To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a permit has been issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the permit.
2. To authorize and direct the City of Spring Lake Park to remove said sign & structure, at the expense of the applicant, where maintenance is not furnished, but only after hearing and after notice of sixty (60) days, specifying the maintained required by the City.
3. To provide any other additional information which may be required by the Building Inspection Department.

➡ Applicant Signature: _____ Date: _____



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REQUIREMENTS:

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right of way and property lines. Said drawing to be prepared to scale.

Attach blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Include a drawing showing location and message on sign.

If you are not the owner of the property, include a **SIGNED** letter from the owner giving permission to erect the sign.

If the application is **NOT** fully completed, it will be denied at time of processing. Please verify that all necessary information is legible and plans are included with job cost estimates.

NOTE: All applications are due by noon on the Tuesday preceding the Council Meeting.

*****FOR OFFICE USE ONLY*****

Fee: _____

Receipt Number: _____

Date of Approval: _____

Date of Issue: _____

Reason for Denial: _____