



## SIGN PERMIT APPLICATION

**Office Use Only:**

Building Permit #: \_\_\_\_\_ Permit Fee: \_\_\_\_\_  
Application Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property Address: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Applicant E-Mail Address: \_\_\_\_\_  
Applicant Mailing Address: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contractor Mailing Address: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Property Owner Mailing Address: \_\_\_\_\_  
Existing Use: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

**Sign Type:**

- Wall
- Nameplate/Business
- Pylon/Freestanding
- Marquee/Canopy
- Electronic Display
- Illuminated
- Temporary
- Other \_\_\_\_\_

Sign Area (SQ. FT. see page 2 for definition): \_\_\_\_\_ / \_\_\_\_\_ (FT.) X \_\_\_\_\_ (FT.)  
Sign Height (FT.): \_\_\_\_\_ No. of Sides: \_\_\_\_\_  
Property Line Setbacks (FT.): \_\_\_\_\_ (Front Yard) \_\_\_\_\_ (Side Yard)  
Total Sign Area on Premises (SQ. FT.): \_\_\_\_\_

**Please provide a sketch and/or picture of the proposed sign's location and materials.**

The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Mendota Heights to take the action herein requested, that all statements herein are true and that work herein mentioned will be done in accordance with the Ordinances of the City of Mendota Heights, the State of Minnesota, and rulings of the Building Department.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Staff Approval \_\_\_\_\_ Date \_\_\_\_\_

## **12-1B-2: DEFINITIONS:**

**SIGN, ADVERTISING (BILLBOARD):** A sign which directs attention to a business, commodity, service, or entertainment not exclusively related to the premises where such sign is located or to which it is affixed.

**SIGN, BUSINESS:** A sign which directs attention to a business or profession conducted or to a commodity, service, or entertainment sold or offered on the premises on which such sign is located or to which it is affixed.

**SIGN, ELECTRONIC DISPLAY:** A sign or portion thereof that displays electronic, nonpictorial, text information in which each alphanumeric character is defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs, or other illumination devices within the display area. Electronic display signs include computer programmable, microprocessor controlled electronic displays. A scoreboard being used during an organized sporting event shall not be considered a sign.

**SIGN, FLASHING:** An illuminated sign on which the artificial light is not maintained stationary or constant in intensity and color at all times in which such sign is in use.

**SIGN, GROSS AREA OF:** The area within the frame shall be used to calculate the square feet; except, that the width of the frame exceeding twelve inches (12") shall constitute advertising space, or should such letters or graphics be mounted directly on a wall or fascia or in any such way as to be without a frame, the dimensions for calculating the square footage shall be the area extended six inches (6") beyond the periphery formed around such letters or graphics bounded by straight lines connecting the outermost points thereof, and each surface utilized to display a message or to attract attention shall be measured as a separate sign.

**SIGN, ILLUMINATED:** Any sign which has characters, letters, figures, designs, or outlines illuminated by electric lights including, but not limited to, LEDs and luminous tubes as a part of the sign proper.

**SIGN, MARQUEE OR CANOPY:** Any message or identification which is affixed to a projection or extension of a building or structure, erected in such a manner as to provide a shelter or cover over the approach to any entrance to a store, building or place of assembly.

**SIGN, NAMEPLATE:** A "nameplate sign" shall mean any sign which states the name or address, or both, of the business or occupant of the lot where the sign is placed or may be a directory listing the names, addresses, and business of occupants.

**SIGN, TEMPORARY:** A sign allowed for a period of ninety (90) days or less.