



CHECKLIST
OF REQUIRED INFORMATION
FOR
SIGN PERMITS

3400 Plymouth Boulevard
Plymouth, MN 55447
General Information (763)509-5430
Inspection Scheduling (763)509-5449
FAX (763) 509-5407

Applicant Name _____

Are you a Commercial Sign Contractor? Yes [] No []

If yes, are you currently licensed with the City? Yes [] No []

Site Address _____

Date Complete Application Accepted: _____ By: _____

The City's Zoning Ordinance allows up to a maximum of 60 days for review of a sign permit application from receipt of the complete application; however the majority of sign permits are reviewed and issued within three working days.

The items listed below constitute a complete application for a sign permit. Incomplete applications and plans that are code deficient require more review time, may be returned for corrections and delay the issuance of permits.

- 1. A signed and completed sign application form.
2. Two copies of scaled drawings that meet or exceed the standards in the Zoning Ordinance, including, but not limited to the following:
* Proposed dimensions of each sign
* If a wall sign, scaled elevation of such building or tenant wall face with sign superimposed
* If freestanding sign, scaled site plan indicating the location and required setback of each proposed sign
* Method of structural support or attachment
* Complete specifications of all electrical components (separate electrical permits may be required)
3. Written consent of the property owner for area identification, temporary off-site real estate signs, wall signs for tenants located in multi-tenant buildings, special event signs and off-site directional signs.
4. Provide the following information for area identification signs:
* A covenant establishing responsibility for the maintenance of the signs over the project or subdivision.
* Appropriate easements for the signs on the property where the signs are to be located.