



SIGN PERMIT APPLICATION

Planning Division | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

SITE INFORMATION

Address of Sign Location:		Suite:
Property Identification Number*:		*Info found at https://gis.co.scott.mn.us/sg3/
Legal Description*:		
Multi-Tenant Building: <input type="checkbox"/> Yes <input type="checkbox"/> No	Zoning District:	Lineal Feet of Front Lot Frontage: ft.
Applicant is: <input type="checkbox"/> Sign Company or Installer <input type="checkbox"/> Business Owner or Tenant <input type="checkbox"/> Property Owner <input type="checkbox"/> Other:		

PROPERTY FEE OWNER INFORMATION

Property Fee Owner(s):		
Mailing Address:		
City:	State:	Zip:
Contact:	Phone:	Email:

BUSINESS INFORMATION

Business Name:		
Mailing Address:		
City:	State:	Zip:
Contact:	Phone:	Email:

SIGN COMPANY INFORMATION

Sign Company Name:		
Mailing Address:		
City:	State:	Zip:
Contact:	Phone:	Email:

GENERAL SIGN INFORMATION

Type of Sign: <input type="checkbox"/> Freestanding Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Other: _____	
Type of Work: <input type="checkbox"/> New <input type="checkbox"/> Sign Face Change (same size/ area) <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Relocate	
Existing Sign(s) to be Removed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Sign Area Removed:
Illumination: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Internally <input type="checkbox"/> Externally <input type="checkbox"/> Indirect <input type="checkbox"/> Other: _____	

WALL SIGN INFORMATION

Wall Sign Type: <input type="checkbox"/> Channel Letters <input type="checkbox"/> Cabinet <input type="checkbox"/> Canopy <input type="checkbox"/> Projecting <input type="checkbox"/> Other: _____
Wall Sign Location: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
Front Building/Tenant Façade Wall Area: Height: ft. Width: ft. Total Area: sf.
Sign Face Height: ft. Sign Face Width: ft. Total Sign Face Area: sf.

FREESTANDING SIGN INFORMATION

Freestanding Sign Type: Monument Pylon Development/Project Other:

Sign Face Height: ft. Length: ft. Total Sq Ft*:

Overall Sign Height from Existing Grade: ft. Double Faced: Yes No ***Both sides of sign included**

Setbacks: Front Property Line: ft. Side Property Line: ft. Parking Lot: ft.

Electronic/Dynamic Display Area Dimensions and Sq Ft:

WALL SIGN SUBMITTAL CHECKLIST

- Application form filled out completely. A separate application is required for each sign
- Owner approval if signature not provided on form
- Color rendering of building elevation showing:
 - Location of proposed sign shown superimposed on building wall
 - Dimensions showing accurate height and width of front elevation/façade area (not including parapet)
 - Sign face dimensions
 - Total square feet of sign face
- Detailed color rendering of each sign copy showing:
 - Height, width, and square footage for each sign face
 - Sign construction details
 - Material specifications
 - Illumination and mounting details

FREESTANDING SIGN SUBMITTAL CHECKLIST

- Application form filled out completely
- Owner approval if signature not provided on form
- Property survey drawn to scale that includes:
 - North arrow and scale
 - Property lines and buildings with dimensions shown
 - Location of streets, sidewalks, parking and utilities
 - Sign location (drawn to scale) and setbacks with dimensions shown
 - All easements of record
- Detailed color rendering of sign copy showing:
 - Dimensions of proposed sign face area
 - Overall height from existing grade
 - Material specifications & illumination details
- Building permit application required for signs 7 feet or taller with signed and stamped engineered plans

APPLICATION SUBMITTAL PROCESS

Submit application form and required documents to the Savage Planning Department by mail, in person, or email to savageplanning@cityofsavage.com

- Applications will be returned if the required supporting documents and information listed above are not submitted
- Staff will review your application and once approved, will notify you by email when ready for payment and issuance
- Sign can be installed once you receive your permit

NOTES

- Incomplete/unreadable applications will be returned
- Do not install signs until permit is issued
- Signs installed without a permit will have fees doubled
- Apply for electrical permits w/ [MN Dept Labor & Industry](#)

FEES

Wall Sign - New or Altered:	\$150.00
Freestanding Sign - New or Altered:	\$250.00
Sign Face Change Only:	\$75.00

I hereby certify that the information provided is complete and accurate and that I will comply with all applicable laws of the State of Minnesota and ordinances of the City of Savage. I further certify that the proposed sign will be constructed in accordance with permit conditions and approved plans and specifications. I understand this is not a permit and work is not to start without a permit.

Applicant Signature(s):

Date:

Property Owner Signature(s):

Date:

FOR CITY USE ONLY

Zoning Approval:	Date:	DATE ISSUED:	
		PERMIT NO:	
Other Permits Required: <input type="checkbox"/> Building Permit <input type="checkbox"/> State Electrical Permit – required for all lighted signs		FEE:	\$
		PENALTY:	\$
		TOTAL FEE:	\$