



## City of Brooklyn Center

Community Development

6301 Shingle Creek Pkwy, Brooklyn Center, MN 55430

Ph: (763)569-3300 TTY 711

E-mail: [communitydevelopment@brooklyncentermn.gov](mailto:communitydevelopment@brooklyncentermn.gov)

[www.brooklyncentermn.gov](http://www.brooklyncentermn.gov)

## Sign Permit Application

Permit No: \_\_\_\_\_

Site Address \_\_\_\_\_ Date of Application: \_\_\_\_\_

Tenant Name & Contact (For Commercial Only) \_\_\_\_\_

Applicant is: ☐ Contractor ☐ Owner

### Property Owner

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Signhanger Contractor

City Issued  
License  
Required

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Company Phone \_\_\_\_\_

### Electrical Contractor

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Note: Electrical work requires a separate electrical permit

Size of Sign: Width \_\_\_\_\_ Height \_\_\_\_\_ Total Square Feet \_\_\_\_\_ Lighted? Yes \_\_\_\_ No \_\_\_\_

Location on Property (Freestanding Signs Require a Site Plan: \_\_\_\_\_

Type of Sign (Wall, Freestanding, Canopy, etc.) \_\_\_\_\_

Sq. Ft. of Wall Supporting Wall Sign: \_\_\_\_\_

Gross Floor Area of Building for Freestanding Sign: \_\_\_\_\_

Height Above First Floor Elevation: \_\_\_\_\_

Sign Message: \_\_\_\_\_

### List all Existing Signs on Property:

Sign Type	Size	Location on Property	Message

*The undersigned acknowledges that this application has been read and that the above information is correct and agrees to comply with all ordinances, laws and applicable codes of the City of Brooklyn Center and the State of Minnesota.*

Applicant Name \_\_\_\_\_ Signature: \_\_\_\_\_

(Please Print)

6301 Shingle Creek Parkway • Brooklyn Center MN 55430-2199 • 763-569-3330

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***Permits must be submitted in person, mailed or e-mailed. Permits will not be accepted fax.***

City Staff Use Only						
Permit Sub Type	<input type="checkbox"/>	Canopy		Home Occupation		Roof
	<input type="checkbox"/>	Directional		Projecting		Undefined
		Freestanding				Wall
Work Type	<input type="checkbox"/>	New		Remodel/Alter		Replace
	<input type="checkbox"/>	Addition		Repair		Undefined
Required Inspections	<input type="checkbox"/>	Final		Footing		

Sign Permit Fee Calculation:		
Signs 50 sq. ft. in area or less	\$50.00	_____
Each additional 50 sq. ft. of gross area (or fraction thereof)	\$15.00	_____
Footing Inspection Fee	\$50.00	_____
Minimum Fee-10100-4221	\$50.00	_____
<b>TOTAL PERMIT FEE</b>		<b>\$ _____</b>

Special Conditions/Remarks: _____		
_____		
_____		
<b>Required Approvals:</b>	<b>Signature</b>	<b>Date</b>
Zoning Official		
Engineering Official		
Building Official		
Entered By:		

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