



4141 Douglas Drive North  
Crystal, MN 55422  
Phone: (763) 531-1000  
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website: www.crystalmn.gov

**Application for  
for  
Sign Permit  
*Permanent***

Date \_\_\_\_\_ Permit No. \_\_\_\_\_ Rec'd by/Date \_\_\_\_\_

**EACH SIGN REQUIRES A SEPARATE APPLICATION**

<b>Site Address</b>	
<b>Business Name</b>	

**Applicant:** (check one) ☐ Owner ☐ Contractor ☐ Tenant

<b>Property Owner</b>	Name/Company _____ Contact _____
	Address _____ Phone No. _____
	City _____ State _____ Zip _____
	Email Address: _____
<b>Contractor</b>	Company _____ Phone No. _____
	Contact Person (Print) _____ Phone No. _____
	Address _____
	City _____ State _____ Zip _____
	Email Address: _____

<b>Sign Type:</b>	<input type="checkbox"/> Free Standing <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Canopy or Marquee
<b>Work Type:</b>	<input type="checkbox"/> New <input type="checkbox"/> Alteration
<b>Office Use Required Inspections</b>	<input type="checkbox"/> Footing <input type="checkbox"/> Final <input type="checkbox"/> No Insp Needed

☐ Yes ☐ No **Will the sign include an electronic readerboard?**  
If yes, refer to City Code Section 530.11 Subd. 2 for additional requirements.

**FREESTANDING:** (Circle One)

**Pylon**

**Monument**

**Sign Face Dimensions:**

Length: \_\_\_\_\_ Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Street right-of-way frontage in feet:** \_\_\_\_\_ **Distance of sign from lot line:** \_\_\_\_\_

\* \* \* (Over) \* \* \*

## CANOPIES AND MARQUEES:

**Sign is on:** (Circle One)

**Canopy**

**Marquee**

Signs above or below the canopy or marquee are considered projecting signs. (Complete projecting sign section)

Signs on the face of the canopy or marquee are considered wall signs. (Complete wall sign section)

## PROJECTING SIGN:

**Sign Face Dimensions:** Length: \_\_\_\_\_ Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Clearance (from grade to bottom of sign):** \_\_\_\_\_ **Height (from grade to top of sign):** \_\_\_\_\_

**Projection from face of building:** \_\_\_\_\_ **Height of building to roof line:** \_\_\_\_\_

## WALL SIGN:

**Sign Face Dimensions:** Length: \_\_\_\_\_ Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Wall Dimensions:** Length: \_\_\_\_\_ Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Location on Building:** (Circle One) North South East West

## REQUIRED INFORMATION WHEN APPLYING FOR A SIGN PERMIT:

Please use this checklist to ensure a complete submittal.

- ☐ City of Crystal sign permit application *for each sign*.
- ☐ **Two** copies of plans, drawn to scale, showing the design of proposed sign, type of materials being used for the construction of the sign and method of attachment. Include existing signage that will remain on the property.
- ☐ Property Owner's written approval of sign.

*If the sign is NOT mounted to a building include:*

- ☐ Two copies of a Certificate of Survey or two copies of a site plan drawn to scale, indicating the proposed location of the sign, with setback measurements from the property line.
- ☐ Stress sheets and calculations showing structure meets dead load and wind pressure requirements of code.

The complete Sign Code is available on the city website ([www.crystalmn.gov](http://www.crystalmn.gov)) under City Government/City Code.

The undersigned hereby certifies upon all of the penalties of the law, for the purpose of including the City of Crystal to take the action herein requested, that all statements on this application have been read and examined and are true and correct, and that all work whether specified herein or not will be done in accordance with the ordinances of the City of Crystal and the laws of the State of Minnesota.

\_\_\_\_\_/\_\_\_\_\_  
Applicant's Signature/Date

Accepted and approved as submitted:

\_\_\_\_\_/\_\_\_\_\_  
Property Owner's Signature/Date

## Notes:

☐ Copies to be charged to

☐ See attached Conditions of  
Approval

\_\_\_\_\_  
**Permit approved by**

\_\_\_\_\_  
**Date**