



COMMUNITY DEVELOPMENT  
 2660 Civic Center Drive ❖ Roseville, MN 55113  
 Phone: (651) 792-7074 ❖ [planning@cityofroseville.com](mailto:planning@cityofroseville.com)

**SIGN PERMIT**

CITY CODE SECTION 1010.03  
[www.cityofroseville.com](http://www.cityofroseville.com)

OFFICE USE ONLY

Permit # \_\_\_\_\_

Receipt # \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

License Fee: \$ \_\_\_\_\_

City Planner signature & date \_\_\_\_\_

Bldg. Official signature & date \_\_\_\_\_

*City of Roseville Contractor's License is required for all sign installations. Please allow at least 5 business days for plan review. Permit fee is based on the value of the job plus a 2% processing fee. Fee must be paid when the permit is picked up.*

**1. Sign Contractor Company Name:** \_\_\_\_\_

Lic. #: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**2. Property Owner/Manager Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

**3. Proposed Sign(s): PLEASE NOTE: Banners, portable signs and mobile signs are prohibited.**

Street Address: \_\_\_\_\_

Brief description of work: \_\_\_\_\_

Duration:  Temporary from: \_\_\_\_\_ to: \_\_\_\_\_

Permanent Conforms to Master Sign Plan:  Yes  N/A

**4. Building Sign(s):**

Length of building/tenant frontage: \_\_\_\_\_

Total proposed sign area: \_\_\_\_\_ Number of proposed signs: \_\_\_\_\_

**5. Freestanding Sign(s):** Requires review and approval of engineered structural plans by Building Official.

Overall sign height: \_\_\_\_\_

Total proposed sign area: \_\_\_\_\_ Number of proposed signs: \_\_\_\_\_

**6. Required Plans:** Complete specifications and scaled elevation drawings are required for all signs. Elevations for building signs should show the related building walls, and elevations for freestanding signs should show the entire sign structure. A scaled site plan showing the location of the proposed sign(s) and engineered structural plans are also required for freestanding signs. Refer to §1010 of the City Code for sign regulations.

**7. Valuation:** Total cost of materials and labor for all proposed signs: \$ \_\_\_\_\_

**8. Signature(s):** The undersigned hereby make(s) application to the City of Roseville to perform the work as herein described. The undersigned further state(s), under penalty of law, that the work will be performed in accordance with the MN State Building Code, this application, and any approved plans and/or specifications.

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_