



Sign Permit Application

600 Rice Street East Wayzata, MN 55391

952-404-5300

permits@wayzata.org

2021 FEES:
Permanent: \$108 per sign
Temporary: \$55 per sign

Property Information

SITE ADDRESS _____ Wayzata, MN

NAME of BUSINESS _____

Applicant Information

Applicant: Sign Contractor Property Owner Tenant Other _____ DATE _____

APPLICANT NAME _____ PHONE NUMBER _____

APPLICANT ADDRESS _____ CITY _____ STATE _____ ZIP _____

NAME of SIGN COMPANY _____ STATE LICENSE # _____

Send Approved Permit Via:

Email: _____ Mail or In Person
Please **PRINT** legibly

Proposed Use

Residential		Non-Residential	
<input type="checkbox"/> Single-Family	<input type="checkbox"/> Two-Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional <input type="checkbox"/> Other: _____
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Church	<input type="checkbox"/> Public

Measurement of Existing Building (Fronting Principal Streets): _____ Height: _____ Width: _____

Detailed Description of Work: _____

List Each Sign Separately Below - Use Additional Application if Necessary

SIGN #1

Sign Type: Permanent
 Temporary: Date: From _____ To _____

New Replacement

Sign Class: Wall Mounted Ground / Monument
 Awning / Canopy Identification
 Projecting Freestanding
 Banner / Poster Roof
 Other: _____

Illuminated: Yes No
If yes, indicate illumination type:
 Internal External Dynamic Backlit None

Sign Materials: _____

Height: _____ Width: _____ Total Square Footage: _____

SIGN #2

Sign Type: Permanent
 Temporary: Date: From _____ To _____

New Replacement

Sign Class: Wall Mounted Ground / Monument
 Awning / Canopy Identification
 Projecting Freestanding
 Banner / Poster Roof
 Other: _____

Illuminated: Yes No
If yes, indicate illumination type:
 Internal External Dynamic Backlit None

Sign Materials: _____

Height: _____ Width: _____ Total Square Footage: _____

Checklist of Required Information for Sign Permits

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

- Signed and Completed Sign Permit Application
- Two copies of scaled drawings that meet or exceed the standards in the Zoning Ordinance or one PDF version including but not limited to the following:
 - Proposed dimensions and height of each sign
 - **Wall Mounted Sign** - scaled elevation of such building or tenant wall face with sign superimposed
 - **Free standing sign** - scaled site plan indicating the location
- Written consent of the property owner for area identification: temporary off-site real estate signs, wall signs for the tenants located in multi-tenant buildings, special event signs and off-site directional signs.
- Type and size of all existing signs on the property.

*****Separate Building and Electrical permits may be required*****

Acknowledgment and Signature

I hereby apply for a sign permit and acknowledge that the information above is complete and accurate; that the work will be in conformance with the approved plans submitted and follow all ordinances and codes of the City of Wayzata.

Applicant Signature: <i>By electronically signing (or typing) your name, you acknowledge that all information provided is true and correct.</i>	Date Signed:
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OFFICE USE ONLY

Staff Comment: _____

Date Received:	Authorization to Issue:
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Address Verified:	Zoning District:
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Final Inspection Needed:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Permit#	
Date Issued:	Processed by:
Permit Sent Via:	
Date:	

Permit Fee: _____
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Total Number of Signs: _____
Total Fee: _____