



112 Washington Ave W
 Fergus Falls, MN 56537
 Phone: 218-332-5427
 Fax: 218-332-5448

email: planning@ci.fergus-falls.mn.us
www.ci.fergus-falls.mn.us

Sign Permit Application:

Application To:

- Erect
- Alter
- Excavate*
(if required)

Type of Sign:

- Billboard Static
- Digital
- Freestanding/Pylon
- Monument
- Wall/Awning
- Portable
- Temporary
- Other: _____

Calculations:

- _____ Property Frontage
- _____ Lineal Footage
- _____ Square Footage of Facade
- _____ Allowable Square Footage
- _____ Area of Sign (SF)
- _____ Overall Height
- _____ Height of Face
- _____ Width of Face
- _____ Height from Ground to Bottom of Sign
- _____ Square Footage of Existing Sign(s)

Limit - one sign per application

Contact Information

Owner of Sign _____

Applicant _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Applicant _____

Contractor _____

License Number _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Property Information

Legal Description _____

Property Zoning Designation _____

Physical Address of Sign _____

Brief Description of Sign _____

Sign permits shall be valid for six (6) months from date issued.

I understand that failure to provide all requested information on the application is cause for disapproval of the application. I am responsible for the information shown and I certify that, to the best of my knowledge, it is accurate.

 Signature of Property Owner/Lease Holder Date

 Signature of Applicant/Sign Owner Date

 Signature of City Approval Date

Project # _____	(for office use only)
Receipt # _____	Received _____



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Sign Permit Application Checklist:

- Contractor: Name, address, phone number and contractor's license number of the sign contractor responsible for the installation and/or maintenance of the sign.
- Rendering: A full-color scaled rendering (8 1/2 x 11) drawn to scale, of the proposed signage, including the type of sign to be erected, the area of the sign, the exact measurements, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- Plot plan: Submit a plot plan (8 1/2 X 11) drawn to scale, showing the exact location of each sign(s) to be installed on the lot and the distance from the leading edge or face of each sign to the property lines.
- Building Elevation: An elevation of the building (8 1/2 X 11) drawn to scale, indicating the dimensions in linear feet of the sign, wall, or canopy on which the sign will be installed, the building on which the sign will be mounted.
- Site Plan: A separate site plan (8 1/2 X 11) drawn to scale, including gross acreage, north arrow, scale, the proposed location of subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, building locations, landscaping, gross area of buildings and floor area occupied by subject owner or tenants.
- Electrical Inspection: Sign meets local and state electrical codes, and approved by the electrical inspector. Applications for signs requiring the installation of new electrical conductors and/or conduits shall secure electrical permits as required by the state of MN.
- Engineering Plans: Stamped Engineering Plans are submitted for new signs or replacement signs with engineered footings. Building permit for the footing installation and inspection is attached with engineered plans as required by the Inspection Department.
- Digital Display Confirmation: Digital display requirements are firmly defined in the City Ordinance. By signing the Sign Permit Application, the owner and/or operator of the sign confirms they have read and agree to abide by all rules within the City Ordinance regarding digital display regulations and confirm that they understand what can and cannot be displayed.

Comments: _____
