



216 4th Street North Stillwater MN 55082
 651-430-8800
www.ci.stillwater.mn.us
PlanningDept@ci.stillwater.mn.us

SIGN PERMIT APPLICATION

Permit #: _____
 Date Filed: _____
 Fee: **\$50.00 each sign**
 Receipt #: _____

Location of Sign			
Address	City Stillwater	State MN	Zip 55082
Business Name		Phone #	
Applicant			
Contact Name		Email:	
Address	City	State	Zip
Property Owner (if different from Applicant)			
Business Name		Phone #	
Address	City	State	Zip
Contractor/ Installer			
Name		Phone #	
Address	City	State	Zip
Sign Details – if multiple signs please attach a page with the information below			
Sign Size: Dimensions:		= Square Feet	Sign Height: (If freestanding)
Setbacks: From Property Line	From Bldg.	From Driveway/Parking Lot	
Colors:		Materials:	
Illumination: <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Type:		Sign type:	

Sign Application Process:

The Community Development Department will review your application. If it meets the requirements of the sign regulations, a permit shall be granted. Multi-tenant signs in the downtown require approval from the HPC. This must be obtained before a sign permit can be issued.

If a proposed sign does not meet the requirements of the sign regulations, contact the Community Development Department and City Staff will help guide you through the appropriate commission review procedures.

Turn over for submittal requirements and signatures →

Sign Submittal Requirements:

- Attach a plan showing:**
 - A drawing/rendering of the proposed sign or signs showing dimensions and describing materials, lettering colors, illumination and support systems.
 - Photographs of the building face and the building faces of both adjacent buildings.
 - An elevation of the building showing the location of the proposed sign(s).
 - A cross-section of the building face showing how the sign will be attached and how far it will extend from the building.
 - *If the building is historic the sign mounting must limit damage to the exterior of the building.
- All Sign Contractors must be licensed with the City. Contractor's license application is available on the website.**
- Multi-Tenant Signs in the Downtown Design Review District require a Design permit. This must be obtained before a sign permit can be issued.**

Declaration:

I hereby certify that the information provided in this application is true, correct and complete to the best of my knowledge and belief. I hereby authorize the City of Stillwater and any agent or employee of it, to inspect the proposed site at any reasonable time before and after any permit is issued related to this request.

Property Owner Signature <i>(required)</i>	Date
Applicant Signature	Date

Review: <i>(For office use only)</i>		
<input type="checkbox"/> Staff has confirmed the contractor has a valid City Contractor license on file or submitted one		
Conditions for approval:		
<input type="checkbox"/> The sign must adhere to the details outlined in this application. Any changes must get City approval prior to installation.		
<input type="checkbox"/> If sign contains an electrical component, the contractor must get an electrical permit from the State.		
<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date	By

*Before you dig - call Gopher State One Call at 651-454-0002 to identify any underground utilities.

**Materials can be submitted to the City of Stillwater via mail, drop off, or to
PlanningDept@ci.stillwater.mn.us**