



**City of White Bear Lake
Community Development Department
4701 Highway 61 N.
White Bear Lake, Minnesota 55110
651-429-8561 | www.whitebearlake.org**

SIGN PERMIT APPLICATION

Please complete the entire permit application and attach required submission documents.

Site Information	
Site Address:	Date:
<input type="checkbox"/> Single Tenant <input type="checkbox"/> Multi-Tenant Individual Entrances <input type="checkbox"/> Multi-Tenant Combined Entrances	

Applicant Information	
Name:	
Relation (Owner, Tenant, Contractor):	Phone:
Address:	City:
Email:	State/Zip:
Business Name:	

Temporary Signs

Please register your temporary sign (i.e.: banner) with the Associate Planner by calling 651-429-8534. You will need to provide the size, location, installation date, and removal date. There is no fee for registry if done in advance of installation. The penalty for installing any sign prior to registry or permit is \$200.

Free Standing Signs (may include dynamic display)

Freestanding signs are limited to 35 square feet in size and 10 feet in height for most properties. Dynamic displays are limited to 70% of the sign area or 25 square feet, whichever is less.

New Free Standing Sign Information:

Sign Face Height:

Overall Sign Height:

Sign Face Width:

Includes Dynamic Display

Free Standing Sign Submission Checklist:

- Two (2) copies of mock-up from sign company including graphic rendering of sign, dimensions of sign face, overall height of sign, materials, illumination & installation information including footing detail.
- Site plan drawing including location of property lines, driveways, buildings, streets with names, location of proposed sign, sign setbacks and landscaping plan for base of the sign.
- Completed acknowledgement form, if dynamic display.
- Signed evidence of property owner approval (all sign graphics must be approved by the property owner).

Continue on Reverse

Wall Signs

- Awning signs, canopy signs, and permanent window signs are all types of wall signs.
- Multi-Tenant, Common Entrance Buildings are allowed one 35 square foot wall sign.
- Multi-Tenant, Individual Entrance Buildings are allowed one wall sign on the front of the building, except for end cap tenants, which may also have a sidewall sign.

Existing walls signs: _____ Wall signs to be removed: _____ Wall signs to _____

Dimensions of remaining wall signs:

Front Wall: _____ X _____ = _____ SF Side Wall: _____ X _____ = _____ SF
 Rear Wall: _____ X _____ = _____ SF Other Wall: _____ X _____ = _____ SF

New wall sign information:

<u>Wall Sign #1</u>		<u>Wall Sign #2</u>	
Building Sq. Ft	_____	Building Sq. Ft	_____
Wall Length	_____	Wall Length	_____
Wall Height	_____	Wall Height	_____
Sign Height	_____	Sign Height	_____
Sign Width	_____	Sign Width	_____
Sign Sq. Ft.	_____	Sign Sq. Ft.	_____
Location (front, side, rear)	_____	Location (front, side, rear)	_____

Wall Sign Submission Checklist:

- Two (2) copies of proposed sign graphic including rendering of sign, dimensions of sign & face, location on wall, materials, illumination & installation information.
- Images of other signage on the building that will be retained.
- Signed evidence of property owner approval (all sign graphics must be approved by the property owner).

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of White Bear Lake to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of White Bear Lake and the State of Minnesota.

_____ **Applicant Signature** _____ **Date**

Office Use Only

A sign permit is hereby issued to:

Planning Department Approval: _____ Date: _____

Building Department Approval: _____ Date: _____

Required Inspections: Footing Framing Final Other

Fee Due: _____

Misc. Notes: _____