



For Internal Use Only

Permit Fee: \$ _____

Receipt # _____

SIGN PERMIT APPLICATION

Call 218-454-5109 For Plan Review Fee Prior to Submittal

Property Information

Address: _____ PID Number: _____

Legal Description (required if no address have been assigned): _____

Applicant is (check one): Owner Contractor Tenant Other

Type of Signs

Wall Signs Free-Standing

Applicant Information

Name: _____

Address: _____
Street City State Zip

Phone (W): _____ Phone (H): _____ Fax: _____

Email: _____

Owner Information (If different from Applicant)

Name: _____

Address: _____
Street City State Zip

Phone (W): _____ Phone (H): _____ Fax: _____

Email: _____

Sign Contractor Information *(Contractor must sign application only if they are pulling the permit)*

Company Name: _____ Contact Person's Name _____

Address: _____
Street City State Zip

Phone (W) _____ Email _____ Fax _____

MN Registration #/Contractor #: _____ EPA Lead Firm Certification # _____

Electrical Contractor Information *(Contractor must sign application only if they are pulling the permit)*

Company Name: _____ Contact Person's Name _____

Address: _____
Street City State Zip

Phone (W): _____ Email: _____ Fax: _____

MN Registration #/Contractor #: _____ *Master License #: _____

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN 56425
www.baxter.mn.us email: bp@baxtermn.gov

Revised 12/07/22

Wall Signs

Type and Amount:

- Single Tenant; Number proposed: _____ Multi-tenant; Number proposed: _____
 Residential Development; Number proposed: _____

Size and Height

Size: The area of the sign measured within lines drawn between the outermost points of a sign, but excluding essential sign structure, foundations or supports.

Height: Distance of average level of the grade below the sign to the topmost point of the sign including the supporting sign structure, foundations and supports.

Sign Dimensions

Building Face Dimensions

1) _____ X _____ = _____ sq. ft. Building face where wall signs(s) will be located: _____ sq. ft.

2) _____ X _____ = _____ sq. ft. Building face where wall signs(s) will be located: _____ sq. ft.

3) _____ X _____ = _____ sq. ft. Building face where wall signs(s) will be located: _____ sq. ft.

4) _____ X _____ = _____ sq. ft. Building face where wall signs(s) will be located: _____ sq. ft.

Size of building face where wall signs(s) will be located: _____ X _____ = _____ sq. ft.

****Must provide scaled building elevations or photo showing dimensions of structure and sign. Please attach additional pages if more space is needed for additional signs.**

Free Standing Signs

Type and Amount:

- Single Tenant; Number proposed: _____ Multi-Tenant; Number proposed _____ Dynamic (One max. per lot)

Total of square footage of ALL existing and proposed free standing signs on property: _____ sq. ft.

Size and Height

Size: The area of the sign measured within lines drawn between the outermost points of a sign, but excluding essential sign structure, foundations or supports.

Height: Distance of average level of the grade below the sign to the topmost point of the sign including the supporting sign structure, foundations and supports.

Sign Area

Sign Height

Building Height

1) _____ X _____ = _____ sq. ft. Height _____ ft. Wall height + (gabled peak height / 2)= _____ ft.

2) _____ X _____ = _____ sq. ft. Height _____ ft. Wall height + (gabled peak height / 2)= _____ ft.

Setback distance from property line: _____ ft.

Are free-standing sign located along state highway frontage? Yes No

If more than 3 business are located on lot: side lot line= _____ ft. x .25 s.f.= _____ s.f. of additional signage (max. 50)

Dynamic Display: (Dynamic displays may occupy no more than 50 percent of the actual copy and graphic area.)

Area of Dynamic Display: _____ X _____ = _____ sq. ft.

Rate of Message Change: _____

Motion, Animation, or Video Effects: Yes No Describe: _____

Ability to freeze the device in one position if a malfunction occurs. Yes No

Changeable messages: (Changeable Messages may occupy no more than 35 percent of the actual copy and graphic area)
A message that is not permanently attached to the sign face but is not a dynamic display.

Area of Changeable Messages: _____ X _____ = _____ sq. ft.

All Signs

Brightness (Complies with City Code Subsection 10-5-5): Yes No

**must provide details/cut sheets to show compliance*

Illumination levels

LED luminance level: _____

Signs using an LED (Light Emitting Diode) light source shall not exceed a luminance level of 500 candela per square meter (nits) between sunset and sunrise, and shall not exceed a luminance level of 5,000 candela per square meter between sunrise and sunset.

Florescent, Neon, or Incandescent light _____ watt per _____ square foot of sign surface area.

Signs using florescent, neon, or incandescent light sources shall not exceed 12 watts per square foot of sign surface area.

Automatically adjusts the brightness to ambient lighting conditions: Yes No

Total Sign Request

Total square footage of all signs (wall, free-standing, and dynamic) on property: _____ sq. ft.

Total # of all signs: _____ sq. ft.

Valuation: _____

NOTE: All applications must include a scaled site plan/survey showing lot dimensions and setbacks. For new signs structural information will be required for Building Department review and must include details for mounting wall signage and engineered footing drawings for freestanding signs.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

Owner's Signature _____ Date _____

Owner's Printed Name _____