



Permit # \_\_\_\_\_ -S

**City of Osseo** 415 Central Avenue | Osseo, MN 55369-1195  
 P 763.425.2624 F 763.425.1111 [www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

## Sign Permit Application

The information provided on this form may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

<b>Applicant Name</b>		<b>Applicant is</b> <input type="checkbox"/> Sign contractor <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other: _____	
<b>Applicant</b> (Address)	(Phone)	(Email)	
<b>Sign Location</b> (Address)		(PID)	(Business Name, if applicable)
<b>I would like my approved permit</b> <input type="checkbox"/> Emailed: _____ <input type="checkbox"/> Mailed   or <input type="checkbox"/> Will Pick Up in Person			
<b>Type of Sign</b> (Mark all that apply) (Attach to-scale or dimensioned drawings of sign and construction/mounting documentation)			
<b>Class A Durable &amp; Permanent</b>		<b>Class B Non-durable, impermanent</b>	<b>Class C Dynamic, temporary</b> (From Date - Date) 7 day period
Wall Sign	Window Sign	Banner	
Monument Sign	Pylon Sign	Sandwich Board Sign <i>also requires "Boulevard Feature" Permit</i>	Portable Trailered Sign
Bench Sign <i>also requires "Boulevard Feature" Permit</i>		Moveable Sign	Inflated Sign
Mural		Demountable Letter Sign	Feather Banner
<i>Sign requiring Electrical Permit</i>	<i>Sign requiring Building Permit</i>	Shimmering Sign	
Other: _____		Other: _____	Other: _____
Total Area: <b>Proposed</b> Class A Signs (Sq Ft)		Total Area: <b>Proposed</b> Class B Signs (Sq Ft)	Total Area: <b>Proposed</b> Class C Signs (Sq Ft)
Total Area: <b>Existing</b> Class A Signs (Sq Ft)		Total Area: <b>Existing</b> Class B Signs (Sq Ft)	Total Area: <b>Existing</b> Class C Signs (Sq Ft)
<b>Sign materials used</b>			
<b>Contracted Purchase Price</b> (Attach invoice or proof of contracted purchase price.)			<b>Estimated Date of Completion</b>

**Is the sign located on a public easement?** (If yes, "Boulevard Feature" Permit required) **Yes** **No**

<p><b><u>Attachments:</u></b></p> <p><input type="checkbox"/> Scale or dimensioned site plan, showing property dimensions</p> <p><input type="checkbox"/> Plan set showing necessary elevations, distances, size, and details of:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Existing signs on the property</p> <p style="padding-left: 20px;"><input type="checkbox"/> Proposed signs</p> <p><input type="checkbox"/> Property legal description</p> <p><input type="checkbox"/> Proof of contract purchase price</p>	<p><b><u>Additional Permits as required</u></b></p> <p><input type="checkbox"/> Building Permit</p> <p><input type="checkbox"/> Electrical Permit</p> <p><input type="checkbox"/> Boulevard Feature Permit (for Sandwich Board Sign or other signs or displays in the public Right of Way)</p> <p><input type="checkbox"/> Conditional Use Permit (for Electronic Message Display Signs)</p>
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**The undersigned hereby agrees that, in case such permit is granted, that all work shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted with all the ordinances of the CITY OF OSSEO applicable thereto.**

<b>Applicant Signature</b>	<b>Date</b>
<b>Property Owner signature</b> (if owner is not applicant)	<b>Date</b>

**For office use only:**

District	CMSA	CMSA-A %	CMSA-B %	CMSA-C %	Fees
R-1*	16 sq. ft.	100	100	100	Class A & B: \$75 + \$0.50/ sq ft sign area Class C: \$50
R-2*	100 sq. ft.	90	70	10	
Non-R use in R District	100 sq. ft.	90	50	10	
CBD	2 sq. ft. / front ft.	70	20	10	<b>Total:</b>
C2-N, C2-S, M	4 sq. ft. / front ft.	70	25	5	

CMSA:	Class A	Class B	Class C
% allowed			
Sq Ft Allowed			
Existing Sq Ft			
<i>Net Available</i>			
Proposed Sq Ft			
<i>Net Remaining</i>			

<b>Requirements/Provisions:</b>		
<b>Permit approved by:</b>	<b>Date:</b>	<b>Permit #:</b> <span style="float: right;"><b>-S</b></span>
<b>CC / Receipt / Check #:</b>	<b>Inspector:</b>	<b>Date inspected:</b>
<b>Inspection Notes:</b>		

### **PERMIT EXPIRATION**

A sign permit shall expire if the work has not been substantially initiated within 180 days and substantially completed within one year of the date of the permit's issuance.

### **PERMIT FEES**

#### CLASS A & B SIGN Permits

\$75 per permit + \$0.50/sq ft of sign area

#### CLASS C SIGNS

\$50 per permit

- Permits shall be available at the frequency of three (3) permits per PROPERTY in any calendar
- Each permit shall be valid for seven (7) or fewer consecutive calendar days.

#### After-the-fact Permits

Doubling of the permit fee