



Building & Community Standards
 6301 Shingle Creek Parkway
 Brooklyn Center, MN 55430-2199
 Ph: (763) 569-3300 TTY 711 Fax: (763)569-3360
www.cityofbrooklyncenter.org

Sign Permit Application

Permit No: _____

Site Address: _____ Date of Application: _____

Business/Tenant Name: _____

Applicant is: Owner Tenant Contractor Sub-Contractor

Property Owner	Name: _____ Address: _____ Phone: (____) _____ Email: _____
Sign Contractor <small>Requires City Sign-Hanger License</small>	Company Name: _____ Address: _____ Phone: (____) _____ Email: _____ Contact Person: _____
Electrical Contractor	Company Name: _____ Address: _____ Phone: (____) _____ Contact Person: _____ Note: All new electrical work requires a separate Electrical Permit

Sign Permit Applications must be accompanied by accurately dimensioned plan, including a scaled graphic or shop drawing, and wall brackets or attachment details. All freestanding sign work must include footing & foundation details. A survey and site plan may be required for free standing signs.

Size of Sign: Width: _____ Height: _____ Total: _____ Sq. Ft. Lighted: Yes ___ No ___
 Type of Sign (Wall, Freestanding, Canopy, etc.): _____
 Bldg. Wall Area (wall signs) _____ sq. ft. Bldg. Area (freestanding signs): _____ sq. ft.
 Height of Freestanding Sign (Monument or Pylon): _____ ft.

List all Existing Signs on Property:

Sign Type	Size	Location on Property	Message

The undersigned acknowledges that this application has been read and that the above information is correct and agrees to comply with all ordinances, laws and applicable codes of the City of Brooklyn Center and the State of Minnesota.

Applicant Name: _____ Signature: _____
 (Please Print)

A Separate Sign Permit Application is required for each new sign (regardless of duplication). Applications may be submitted in person or emailed. Applications will not be accepted by fax.

