216 4th Street North
Stillwater, MN 55082
651-430-8820
www.stillwatermn.gov
planningdept@stillwatermn.gov

SIGN PERMIT APPLICATION

For Staff Use Only	
Permit #:	
Date Filed:	
Fee:	**$50**
(payable to City of Stillwater)	
Receipt #:	

Location of Sign			
Address	City Stillwater	State MN	Zip 55082
Business Name		Phone #	
Applicant			
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: ☐ **Yes** ☐ **No**	If Yes, 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 →

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 *(**required**)*	Date
Applicant Signature	Date

Review *(For office use only)*

☐ Staff has confirmed the contractor has a City Contractor license on file.

Conditions for approval:

☐ The sign must adhere to the details outlined in this application. Any changes must get City approval prior to installation.

☐ If sign contains an electrical component, the contractor must get an electrical permit from the State.

☐ Other: _____

☐ **Approved** ☐ **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 submitted electronically to PlanningDept@stillwatermn.gov.