



Office Address: 1025 31st St. SE  
Mailing Address: PO Box 5006  
Minot, ND 58702  
Email: [planner@minotnd.gov](mailto:planner@minotnd.gov)  
Office Number: 701-857-4122

## Planning Department

### Sign Permit Application

#### City of Minot Zoning Ordinance: Article 5

**Application Requirements:** A complete application includes the following:

- ☐ **Rendering:** A full-color scaled rendering (8.5x11) drawn to scale, of the proposed signage, including the type of sign to be erected, the area of the sign, the exact measurements, the shape of the sign, how the sign is to be illuminated (it at all), and an explanation of how the sign is to be mounted or erected.
- ☐ **Site Plan, if applicable:** A site plan (8.5x11) drawn to scale, including north arrow, scale, the proposed location of the subject sign, location of all existing ground and wall signs on the property, entrance driveways from the public streets, property lines, street right-of-ways, public or private easements, building locations and landscaping. Applicable for multiple signs or master sign plan.
- ☐ **Building Elevation:** An elevation (8.5x11) drawn to scale, of the building wall or canopy on which the sign will be mounted, indicating the dimensions in linear feet of the sign, wall or canopy.
- ☐ **Engineer Designed Plans, if applicable:** (8.5x11) The construction documents for a monument or pylon sign shall be prepared by a Registered Design Professional and shall provide structural information for new signs or replacement signs.
- ☐ **Electrical Inspection, if applicable:** All signs shall meet local and state electrical codes.
  - Name of Electrical Contractor: \_\_\_\_\_
  - Electrical Contractor Phone Number: \_\_\_\_\_
  - Electrical Contractor Email: \_\_\_\_\_

#### GENERAL INFORMATION

Applicant/Contact Name

Company Name

Address

Phone

Email

Contractor Name (if different)

License #

Address

Phone

Email

Legal Description

Property Owner/Tenant's Name

Property Zoning Designation

Property Owner/Tenant's Address

Physical Address of Sign

Property Owner/Tenant's Phone

Brief Description of Sign

Property Owner/Tenant's Email

**TYPE OF SIGN (Limit ONE Sign per application)** Sign # \_\_\_\_\_ of \_\_\_\_\_ in a series.  
Freestanding      Billboard      Wall      Monument      Digital      Master Sign Plan  
Other: \_\_\_\_\_

**TYPE OF WORK**      New (\$100.00)      Alteration (\$15.00)      Excavation(\$15.00)  
Foundation Plans Provided:      Yes      No      Total Cost \$ \_\_\_\_\_

### CALCULATIONS

Property Frontage (Freestanding and Wall Signs)	Maximum Area SF (per City Ordinance)	Overall Height (Tallest Point)	Width of Face (sign only)
Area of Sign is SF (Sign Face)	Height of Face (Sign Only)	Clearance (in feet)	Existing Signs(s) (Square Footage)

**Digital Display Conformation:** Digital display requirements are firmly defined in the City Ordinance. By signing the Sign Permit Application, the owner and/or operator of the sign confirms they have read and agree to abide by all rules within the City Ordinance regarding digital display regulations and confirm that they understand what can and cannot be displayed.

**Master Sign Plan:** For each sign being installed as part of the Master Sign Plan please check that box in addition to the box for the type of sign.

**Foundation Plans Provided:** Foundation plans must be provided for Freestanding, Billboard, and/or Monument signs.

**Sign permits shall be valid for one (1) year from the date issued. After one year without work, the permit will be revoked and the sign cannot be erected without a new permit.**

I understand that failure to provide all requested information on the application is cause for disapproval of the application. I am responsible for the information shown and I certify that, to the best of my knowledge, it is accurate.

Signature of Property Owner/Lease Holder

Date

Signature of Applicant

Date

### Office Use Only

Permit Number

Receipt Number

Received

**Engineer Designed Plans:** The construction documents shall be prepared by a Registered Design Professional and shall provide structural information for new signs or replacement signs:

✓ Sign Requires Foundation?	Yes	No	N/A
✓ Plans Required?	Yes	No	N/A
✓ Plans Provided?	Yes	No	N/A
✓ Stamped Plans Required?	Yes	No	N/A

Building Official

Date

Comments:

City Approval Signature

Date