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Planning Department

Sign Permit Checklist

City of Minot Zoning Ordinance: Article 5

A complete application includes the following:

- Rendering:** A full-color scale 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 (if 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 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 the foundation of a monument, pylon, or pole sign shall be prepared by a Registered Design Professional and shall provide structural information for new signs or replacement signs. Said plans shall be submitted along with a separate commercial building permit for review by the Building Official.
- Electrical Inspection, if applicable:** All signs shall meet local and state electrical codes

Name of Electrical Contractor: _____

Electrical Contractor Phone Number: _____

Electrical Contractor Email: _____

- 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: The following use types qualify for a master sign plan per Section 5.1-2. B. 1:

- Multiple-tenant commercial, office, employment or multifamily residential uses.
- A multiple building complex for a commercial or mixed-use project.
- Stand-alone office/employment buildings exceeding fifty thousand (50,000) square feet.
- Indoor or outdoor entertainment and recreation uses.
- Hospitals.
- Educational campuses.
- Large hotels with at least one full-service restaurant, conference and/or meeting rooms.
- Regional retail shopping malls.
- Religious assemblies exceeding one and a half (1.5) acres of total lot area.
- Drive-thru services that feature multiple signs, menu boards, pick-up windows, etc.
- Any other use for which the Planning Division and the developer feel a Master Sign Plan would be best choice to coordinate multiple signs.

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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