

This handout is written only as a guide; it is not intended nor shall it be considered a complete set of requirements. Information sheets are available at the City's website at IGHMN.gov.

CALL BEFORE YOU DIG. Contact Gopher State One Call at (651) 454-0002 or www.gopherstateonecall.org for protection against underground utility damage. Contact Gopher State One Call 48 hours before you intend to dig.

The current Minnesota State Building Code is available on the Department of Labor and Industry website.

PERMITS

A permit is required for the installation of all **temporary or permanent signs or billboards**, except as noted below.

APPLICATION SUBMITTALS

Billboards (up to 100 sq. ft in area)	\$200.00
Billboards (over 100 sq. ft in area)	\$300.00
Monument/Pylon/Free Standing Signs	Depends on Valuation
Wall Signs-Permanent (regardless of size)	\$50.00
Temporary Signs	\$15.00

Applications are submitted online. Fees will be paid upon application approval.

SUBMITTAL REQUIREMENTS

- Sign Permit Application Form.
- Plans that completely show the proposed sign, its dimensions, construction, and illumination (if applicable).
- A list of all existing signs on the property including their location and square footage.
- A Contractor License for the City of Inver Grove Heights. Please see Contractor License.

APPLY ONLINE

Apply and upload application requirements at our online [permit portal](#). If new to IGH, please register as a contractor and upload the [contractor license application](#) and requirements. After registering, then apply for the permit.

SPECIFIC SIGN NEEDS

Wall Signs: include plans showing the building elevations with the dimensions of the wall and the sign shown in the exact placement location.

Monument & Pylon Signs: include a set of structural plans (certified by a Minnesota Licensed Professional Engineer) for both footings and superstructure. Call the Inspections Department for more information.

Freestanding Signs: include setback of proposed sign from property line and other freestanding signs, and the height of the principal building.

SIGNS THAT DO NOT REQUIRE A PERMIT

Construction Signs: signs denoting the architect, engineer, or contractor of construction projects when placed upon the premises under construction and not exceeding 100 square feet in area. Such signs shall be removed upon the completion of the construction.

Name Plates: single- or double-faced name plate signs not exceeding two square feet in area per surface, and which do not have more than two surfaces.

Internal Signs: signs placed inside an enclosed building.

Memorial Signs: memorial signs or tablets, names of buildings, and date of erection when cut into or constructed of incombustible material.

Official Signs: Official court or public office notices.

Real Estate Signs: Temporary real estate signs not exceeding 25 square feet in area which advertise the sale, rental, or lease of the premises upon which the said signs are located.

Traffic and Emergency Signs: Traffic or other municipal signs, legal notices, railroad crossing signs, danger and such temporary emergency or non-advertising signs as may be approved by the City Council.



City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2550
permits@ighmn.gov

Sign Permit Application

Business Name _____

Sign Contractor: _____

Address: _____

Address: _____

City/State: _____ Zip: _____

City/State: _____ Zip: _____

Owner Name: _____

Contact Name: _____

Address: _____

Phone: _____

City/State: _____ Zip: _____

Cell: _____ Fax: _____

Type of Sign:

Free Standing, Monument, or Pylon

Temporary Sign: Application Date _____

Wall Sign

Installation Date _____

Temporary Sign

Removal Date _____

Type of Sign Work:

New Sign

Alteration/Remodel Sign

Maintain/Repair/or Replace Sign

Additional Sign

Valuation (including labor) for Monument/Pylon Signs: \$ _____

Sign Dimensions: H: _____ W: _____

Removing Old Sign? Yes No

Is Sign Illuminated? Yes No

Sign Area (Sq. Ft.) _____

Existing Sign? Yes No

Illumination: Backlit or Interior Lit

Drawings Submitted/Attached:

Site Plan

Sign Engineering

Sign Text Dimensions

Wall Dimensions

Fees Attached:	Yes	No		
Temporary Sign Permit		\$15.00	Billboards (up to 100 sq ft in area)	\$200.00
Permanent Business Sign Regardless of Size		\$50.00	Billboards (over 100 sq ft in area)	\$300.00

(An additional fee for an electrical permit may be required if the sign is illuminated.)

I hereby apply for a Sign Permit and I acknowledge that the information above is complete and accurate; that the work will be in compliance with the ordinances and codes of the City of Inver Grove Heights and with the Minnesota Building and Electrical Codes; that I understand that this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans. The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Inver Grove Heights.

BY CHECKING THIS BOX, I HEREBY AGREE TO ALL STATEMENTS HEREIN AND SUBMIT MY SIGNATURE ELECTRONICALLY TO THIS FORM.

Signature of Applicant

Printed Name of Applicant

Date

NOTICE: This is an application only. Permit will be issued after City approval and payment of fees.

Description of Work: _____

Drawing of Site Plan/Sign Diagram Attached? Yes No