



CITY OF ROCHESTER
BUILDING SAFETY DEPARTMENT
PLAN REVIEW & PERMIT SERVICES DIVISION
 2122 Campus Drive SE Suite 300
 Rochester, MN 55904
 Phone: 507-328-2600
 Office Hours: Monday – Friday 8 am – 5 pm
buildingsafety@rochestermn.gov
www.rochestermn.gov/BuildingSafety

SIGN Permit Application

Office Use Only	(06/19)
App. No. _____	

Type	<input type="checkbox"/> Pylon	<input type="checkbox"/> Wall	<input type="checkbox"/> Monument	<input type="checkbox"/> Canopy	<input type="checkbox"/> Other _____	<input type="checkbox"/> Electrical work required
						Related electrical permit # _____

Date _____ Tenant/Building Name _____

Site Address _____

Number Street Suite/Unit No.

Applicant is: Owner Contractor/Installer Other (describe) _____

Owner/Client	Name _____ Phone _____ - _____ - _____
	Last First
	Address _____ Email _____
	City _____ State _____ Zip Code _____

Contractor* <i>Submissions cannot be accepted without a current License issued by the City Clerk's Office. (RCO Chapter 5-8-1, 2)</i>	Company _____ City Installer* Lic. # _____
	Phone _____ - _____ - _____ E-mail _____
	Name _____
	Last First
	Address _____
	City _____ State _____ Zip Code _____

Engineer/Designer	Company _____ State of MN Reg. # _____
	Phone _____ - _____ - _____ E-mail _____
	Name _____
	Last First
	Address _____
	City _____ State _____ Zip Code _____

Sign Category (check one)	<input type="checkbox"/> Advertising Sign: A sign that directs attention to a business, service, event or location <u>not</u> related to or on the premises where the sign is located. (billboards)
	<input type="checkbox"/> Business Sign: A sign that directs attention to a business, service, event, or commodity sold or conducted on the premises where the sign is located.

Valuation	Total valuation of work \$ _____ (materials and labor)
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Licensing and Submission Requirements for the City of Rochester <i>(RCO Chapter 5-8)</i>	<ul style="list-style-type: none"> All professional sign installers *must be licensed annually by the City of Rochester through the City Clerk. Applications for sign permits must be accompanied by the following information: <ol style="list-style-type: none"> An accurately dimensioned site plan showing the proposed location of the sign on the property and/or wall elevation sketch (for wall sign only). An accurately dimensioned drawing of the sign indicating the following: <ul style="list-style-type: none"> <input type="checkbox"/> support system <input type="checkbox"/> sign material <input type="checkbox"/> dimensions and height <input type="checkbox"/> size of the lettering <input type="checkbox"/> content of the message on the sign A statement as to the type of lighting which will be used to illuminate the sign. <ol style="list-style-type: none"> If illuminated, must be approved by a nationally recognized testing lab. A separate electrical permit must be submitted by a licensed electrical contractor. Multiple wall signs at the same work site address may be combined on one application form.
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