



BUILDING PERMIT APPLICATION
 5959 Main Avenue
 Albertville, MN 55301
 Phone: 763-497-3384 Fax 763-497-3210

Date Received _____
 Date Notified _____
 Date Paid _____
 Ck, Cash, CC _____
 Permit # _____

Site Address: _____
Business Name: _____
The Applicant is: _____ Owner _____ Contractor _____ Tenant

Legal Description:
 Addition _____ Lot _____ Block _____

Owner:
 Name _____ Address _____
 City _____ St _____ Zip _____
 Phone (H) _____ (W) _____ (C) _____

Contractor:
 Company Name _____ License # _____
 Address _____ City _____ St _____ Zip _____

Contact Person _____
 Phone: (W) _____ (C) _____ (Fax) _____

Architect:
 Name _____ Address _____
 City _____ St _____ Zip _____
 Phone (W) _____ (C) _____ (Fax) _____

- Type of Work:**
- | | | | |
|---|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> New Construction Residential | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Finish Bsmt |
| <input type="checkbox"/> New Construction Commercial | <input type="checkbox"/> Garage/Shed | <input type="checkbox"/> Reside/Reroof | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Tenant Finish | <input type="checkbox"/> Plbg | <input type="checkbox"/> Htg | <input type="checkbox"/> Deck |

Description of Work: _____

Size of Structure: Length _____ Width _____ Height _____

Total Square Footage:
 First Floor _____
 Second Floor _____
 Basement _____
 Garage _____

Estimated Valuation of Work: _____

I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge.

I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and should be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for the unpaid fee balance either by direct payment or a special assessment against the property. If the property fee owner is not the applicant, the applicant must provide written authorization by the owner to make application.

Applicants Signature _____ Applicants Printed Name _____ Date _____

BUILDING PERMIT FEES

Permit _____
 Surcharge _____
 Plan Check _____
 Engineering (site) _____
 Mechanical _____
 Fireplace (s) _____
 Plumbing _____
 S & W _____
 Water Meter _____
 City WAC _____
 JP WAC _____
 SAC _____
 Storm Water _____
 License Check _____
 Other _____
TOTAL _____

Type of Const. _____
 Use of Bldg _____
 Occupancy Group _____
 Occupancy Load _____
 Zoning _____
 Code Used _____

Are Fire Sprinklers Required?

Yes No

	Date	Approved
Fire Dept.	_____	_____
City Engineer	_____	_____
City Planner	_____	_____
Public Works	_____	_____

Approved by Building Official _____ Value Approved _____ Date _____

Special Conditions or Comments: _____



City of Albertville
 5959 Main Ave, P.O. Box 9
 Albertville, MN 55301-0009
 763-497-3384, ext 103 Fax: 763-497-3210

Received Stamp

PERMANENT SIGN PERMIT APPLICATION

Please print or type all information. Complete all applicable items on both pages. **A Building Permit Application must accompany each Permanent Sign Permit Application.** Property Owners/Landlords Approval is required for Permanent Signs by signature below or letter of approval submitted with application.

Property Address: _____

Applicant Name: _____ Address: _____

Applicants Phone: _____

Applicant is (please check one) Owner Contractor Other

Property Owner's Name _____

Owners Signature * Required _____

Street Address _____

Phone Number _____

City _____

State _____ Zip Code _____

Sign Contractor's Name _____

Telephone Number _____

Street Address _____

City _____

State _____ Zip Code _____

Class of Work: New Addition Alteration Repair Demolition

***Please complete the following two pages to provide the necessary information for a complete sign permit review.**

<i>Sign Types</i>	<i>Sign Faces</i>	<i>Sign Frames</i>	<i>Sign Supports</i>	<i>Class</i>
Wall	Plastic	Plastic	Plastic	Business
Freestanding	Metal	Metal	Metal	Nameplate
Temporary	Aluminum	Aluminum	Aluminum	Advertising
Billboard	Steel	Steel	Steel	Directional
Monument	Plastic	Wood	Footings	Nameplate

<i>Illuminated</i>
Yes ____ * See below
No ____

Note: Please complete the following section by indicating the terms listed above in the columns provided for each sign. If more columns are needed, use an additional form.

	<i>Sample</i>	Sign 1	Sign 2	Sign 3
Type	<i>Wall</i>			
Quantity	<i>1</i>			
Face	<i>Plastic</i>			
Frame	<i>Plastic</i>			
Support	<i>Building</i>			
Class	<i>Business</i>			
Illuminated	<i>NO</i>			
Length	<i>4 feet</i>			
Width	<i>4 feet</i>			
Square Feet	<i>16 square feet</i>			

In addition, sign permit applications must be submitted with the following information in order to be processed and reviewed for City approval:

Site Location:

1. **For ground signs**, provide a survey or aerial photo showing the proposed sign site. The survey or aerial photo should provide a graphic scale and should indicate the location of both existing and proposed signs relative to lot lines, buildings, structures, etc..
2. **For building signs (wall, window, blade, etc.)**, identify on which building façades (east, west, front, side, etc.) signs will be placed, and provide a scaled graphic of each affected building façade, with both existing and proposed signs indicated.
3. If the sign is associated with a multiple tenant building indicate the location of the tenant bay within the site via description or site map. Specify name of commercial development & location.

Building Information:

1. Wall signs cannot exceed 15% of the building façade or tenant bay fronting on a public street for commercial development, or 10% of the building façade for industrial development. Provide the building façade or tenant bay dimensions: **(See Exhibit A & B)**

Width _____ (feet) x Height _____ (feet) = Total wall surface _____ (square feet)

Wall Sign Information:

1. Provide an illustration of the proposed sign showing the signs size:

Width _____ (feet) x Height _____ (feet) = Total sign area _____ (square feet)

2. Provide wall sign construction details illustrating wall mounting methods.
3. Identify the number and area (square feet) of existing wall signs on each building façade.

Ground Sign Information:

1. Provide an illustration of the proposed ground sign showing:
 - a. The dimension of the total sign surface. Identify number of sign faces.
 - b. Detail on the height and dimensions of the support structure or sign base.
 - c. Total sign height.
2. Provide ground sign construction details identifying sign material and color.

***Illumination Information:**

1. Provide a detailed description of any electrical components that are proposed with a building or ground sign. Identify electrical connections, methods of illumination, and electricity needed. Demonstrate that illumination will not exceed 500 lumens per square foot.
2. Verify that the sign will be wired to conform to the electrical code of the state of Minnesota.

Changeable Copy Sign Information:

1. Provide all required wall or ground sign information listed above (depending on where changeable copy sign will be mounted).
2. Provide all required illumination information listed above.
3. Provide a site plan showing sign location and setback from nearest residential zoning district.
4. Indicate ratio/percentage of changeable copy sign in comparison to total wall or ground sign face area.
5. Identify length of time on message change intervals.

Applicants Signature

Date

Building Official Signature

Date

Special Approvals:

*** Monument & Free Standing Signs ONLY unless noted**

	Date Routed	Approved
Building Official	_____	_____
Public Works Supervisor *	_____	_____
Wastewater Superintendent *	_____	_____
City Engineer *	_____	_____
Other	_____	_____

ALBERTVILLE OUTLET MALL SUPPLEMENTAL SIGN PERMIT FORM

Please provide the additional sign information pertaining to applications for tenant signage within Albertville Premium Outlets. This form should accompany the permanent sign permit application and required information from the City of Albertville. Where required information for the Albertville permanent sign permit application conflicts with information gathered with this supplemental form, please provide the specific information required here which directly relates to the approved outlet mall sign plan and criteria.

Tenant signage requirements are identified in detail in the Albertville Premium Outlets “Tenant Signage Criteria” and “Temporary Storefront Sign Criteria,” which can be attained by contacting the outlet mall.

Site Location:

1. Identify outlet mall building and suite number, and on which building façade storefront signs will be located.

Building Information:

1. Identify type of building wall signs are to be mounted to (e.g. vinyl, concrete, EFIS, brick clad substrate).

General Information:

1. Identify whether proposed signage is permanent or temporary. _____
2. Provide a scaled storefront drawing illustrating the proposed sign design and all dimensions as they relate to the storefront elevation of the tenant bay. Clearly identify width/height of tenant bay façade and proposed signs.
3. Provide scaled sign plans including a sign elevation and a section through sign indicating construction, attachment and mounting methods, sign size, sign material and color, illumination details, etc.. Letters must be dimensioned and spaced. Provide plans for each sign proposed (wall, blade or window sign).
4. For *temporary signs*, submit a scaled drawing of the temporary sign, and provide information regarding sign size, material, color, mounting, etc.. Additionally, identify the duration of proposed temporary signs.

Signs must meet the following basic requirements, in addition to other criteria detailed in the “Tenant Signage Criteria” and the “Temporary Storefront Sign Criteria” documents:

Wall Signs:

1. Sign is composed of individual internally illuminated channel letters mounted directly to building façade.
2. Maximum overall height of the sign shall not exceed 36” for a single or double line copy.
3. The lengths of signs on internal storefronts do not exceed 75% of the tenant’s storefront width.

Blade Signs:

1. Sign height does not exceed 1’ – 0” and sign width does not exceed 3’ – 0”.
2. Sign is composed of painted dimensional letters mounted to a blade panel.

Window Signs:

1. White vinyl die-cut graphics are placed only on the inside of every other window. Max. sign area on each window does not exceed 1 square foot, and placement is in the centered area measured a min. of 8" inward toward the window's center and not exceeding 42" above grade.

Temporary Signs:

1. **Option 1:** Individual cut out letters fabricated from Foam Plex or Ultraboard type material painted approved color with 1/8" plex (same color) applied to face of letters/logo. Material is min. 1/4" thick to a max. of 1/2" thick. Letters are attached to building with clear silicone.
2. **Option 2:** Individual 1/4" – 1/2" thick cut out letters from Foam Plex or Ultraboard, mounted to a 1/8" thick sintra or aluminum background panel via double sided tape with silicone. Sign size not to exceed size permitted for permanent signs. Panel is screwed to fascia. Screw head is covered with background panel color.