

Items That May Be Required Upon Request

1. A survey (recommended) or site plan indicating:
 - All property lines.
 - Streets, sidewalks and alleys
 - Building footprints
 - The location of all existing and proposed signs on the property
2. An elevation plan or rendering for each proposed sign which indicates: **
 - Location
 - Dimension of sign
 - Height
 - Illumination
 - Dimension of wall (or frontage for monument signs)
3. A photo of each elevation where sign alterations are proposed. Include the entire elevation and indicate all existing signage**
** A photo rendering combining the requirements of items 2 & 3 may be acceptable
4. Proposed and existing lighting (location, type and size).

Additional Information Regarding the Sign Permit Process

- A. For general information about the sign permit process, visit: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits/permits-overview/permit-types/sign-permits/>
- B. Faxed applications will be deemed incomplete and returned. For electronic submittals, please contact the Zoning office via 311 for information.
- C. Alterations to historic landmarks or any property in a historic district are subject to the City's heritage preservation regulations. Visit: <https://www.minneapolismn.gov/resident-services/property-housing/preservation/historic-preservation/design-guidelines/sign-awning/> for more information.
- D. The Zoning Code is on file in the Office of the City Clerk and is also on the [City of Minneapolis website](#) or on [Municode](#) (See title 20, Ch. 560, Signs).
- E. City resources may be available for qualifying projects. For more information see: <https://www.minneapolismn.gov/government/programs-initiatives/great-streets/>