



City of Inver Grove Heights
 8150 Barbara Avenue
 Inver Grove Heights MN 55077
 Inspections Department
 Phone: 651-450-2550
 Fax: 651-450-2502
www.invergroveheights.org

SIGNS

A permit is required for the installation of any new temporary or permanent sign or billboard except as noted below. The property owner or contractor must complete one of the following:

- o Miscellaneous Permit Application for temporary signs or
- o Building Permit Application form for all other types of signs.

Also, applicant needs to submit the following information for the sign permit to be considered:

- Two (2) copies of a site plan showing all property lines, the dimensions of the front property line, existing structures, the dimensions of said structures, and the location of the proposed sign.
- Two (2) copies of plans or drawings 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.
- Wall Signs: Two (2) copies of an elevation, with dimensions, of the wall the sign is to be attached to.
- Freestanding Signs: Setback of proposed sign from property lines and other freestanding signs, and the heights of the principle building.
- Monument and Pylon Signs: Two sets of structural plans (certified by Minnesota licensed professional engineer) for both footing and superstructure. (Call Inspections Department for additional details)

PERMIT FEES:

Permanent Business Signs	\$40
Temporary Portable Signs	\$15
Monument or Pylon Signs	based on job valuation

SIGNS THAT DO NOT REQUIRE A SIGN PERMIT INCLUDE:

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.

Double Faced Signs: 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 located completely within 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 MISCELLANEOUS PERMIT APPLICATION

PERMIT #

1. _____
BUILDING SITE ADDRESS ZIP CODE

2. _____
OWNER NAME ADDRESS PHONE (HOME) (WORK)

3. _____
CONTRACTOR ADDRESS PHONE (FAX)

4. _____
ARCHITECT/ENGINEER ADDRESS PHONE (FAX)

TYPE OF PERMIT:

FENCE	<input type="checkbox"/>	POOL (ABOVE GROUND)	<input type="checkbox"/>
RETAINING WALL <4' HIGH	<input type="checkbox"/>	SIGN (TEMPORARY)	<input type="checkbox"/>
CONCRETE (FLAT WORK)	<input type="checkbox"/>	FEE ONLY	<input type="checkbox"/>
ASPHALT	<input type="checkbox"/>	OTHER _____	<input type="checkbox"/>

DESCRIBE WORK _____

VALUATION (Including Labor): _____

The undersigned acknowledges that he/she has read this application and that the above is correct and agrees to comply with all the ordinances and laws of the City of Inver Grove Heights regulating building construction.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT DATE

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

OFFICE USE ONLY

	FEE TYPE	AMOUNT	RECEIPT CODE
Application Accepted By _____	Permit Fee	_____	AL
Zoning _____	Plan Review Fee	_____	AM
Occupancy _____	Misc. Permits (Sign, Fence)	_____	AR
License No. _____	MCWS Sac Charge	_____	BP
Building Approval _____	Sewer Connection Fee	_____	BD
Planning Approval _____	Water Connection Fee	_____	BC
Engineering Approval _____	Water Treatment Fee	_____	CD
Fire Marshal Approval _____	Meter Sale	_____	WD
Approved to Issue By _____	Tax on Meter	_____	BQ
Date Approved _____	Other Forms & Fees	=====	AS
	TOTAL FEE	_____	
	Receipt # _____	Date Issued _____	Check # _____

SPECIAL CONDITIONS _____

NOTICE: Inspections made by the City are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the condition of the building inspected.

8150 BARBARA AVE. • INVER GROVE HEIGHTS, MN 55077 • INSPECTIONS 651-450-2550